



Elec & Eltek 依利安達

ELEC & ELTEK INTERNATIONAL COMPANY LIMITED
依利安達集團有限公司*

(Member of Kingboard Holdings Limited)

(Incorporated in the Republic of Singapore with Limited Liability)

(建滔集團有限公司成員)

(於新加坡共和國註冊成立的有限公司)

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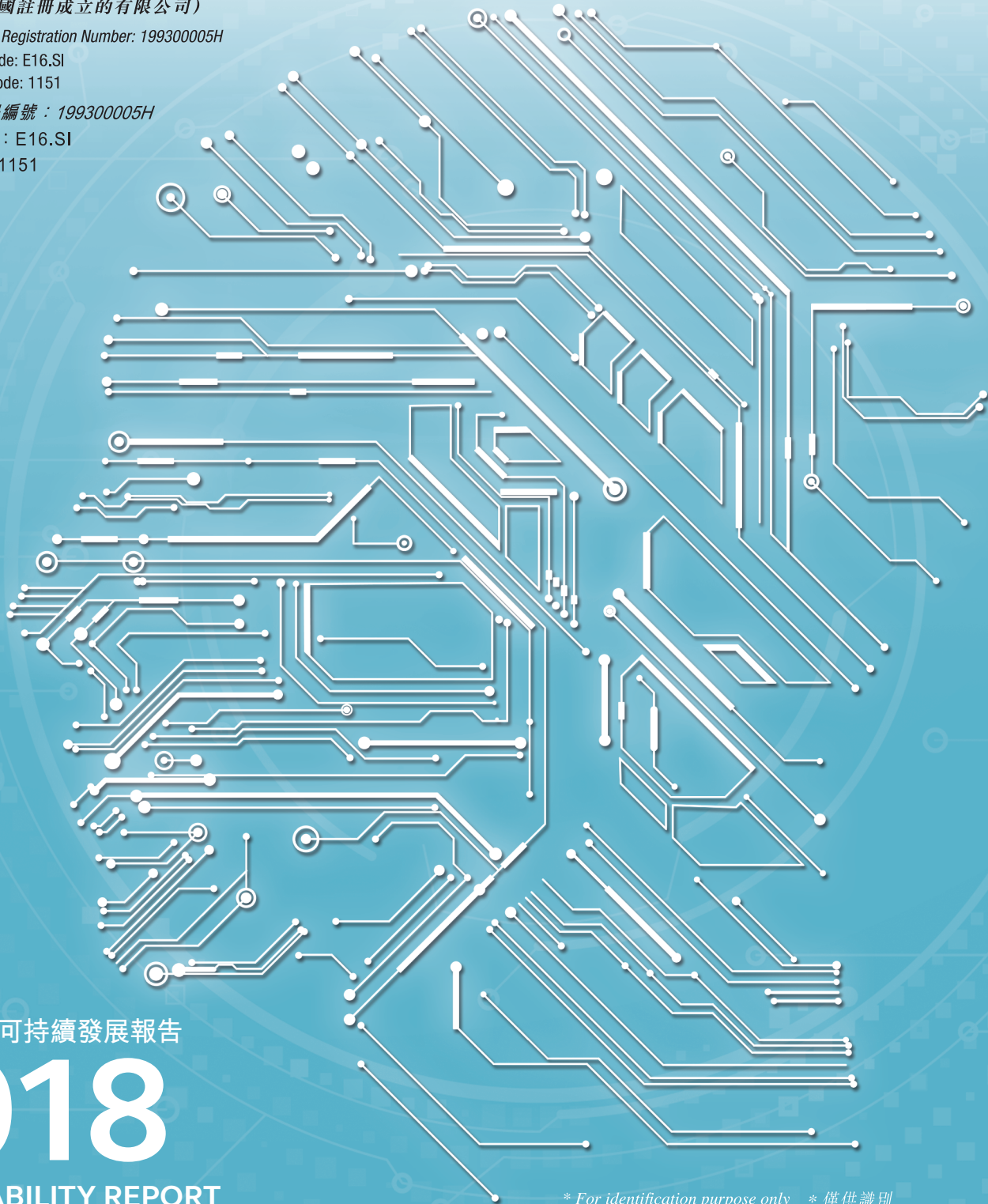
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二零一八年可持續發展報告

2018

SUSTAINABILITY REPORT

* For identification purpose only * 僅供識別

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ABOUT THIS REPORT

Introduction

Elec & Eltek International Company Limited (“Elec & Eltek”, the “Company”, “We” or “Our”) is a company incorporated in Singapore with limited liability, whose ultimate holding company is Kingboard Holdings Limited (“Kingboard”). The Company is listed on the Mainboard of the Singapore Exchange Securities Trading Limited (“SGX-ST”) and the Mainboard of the Stock Exchange of Hong Kong Limited (the “Hong Kong Stock Exchange”) with stock code E16.SI and 1151 respectively.

This is the second Sustainability Report (the “Report”) of the Company to illustrate its commitment to sustainability and its continuous efforts devoted to creating long-term value for all its stakeholders. This Report aims to provide information relating to the material economic, environmental and social aspects of our operations and outline our sustainability direction, strategies and activities.

Scope of Report

Unless otherwise stated, this Report covers the principal businesses of the Company for the period commencing from 1 January to 31 December 2018 (“Reporting Period” or “FY2018”), including four production sites currently operated by Elec & Eltek in Kaiping, Guangzhou, Yangzhou and Thailand. For details of the financial performance of the Company and any inquiries, please refer to the 2018 Annual Report of Elec & Eltek.

Reporting Standards and Principles

The Report is prepared in accordance with the Global Reporting Initiative (“GRI”) Standards: Core Option as well as the sustainability reporting regulatory requirements set out in Rules 711A and 711B of the SGX-ST Listing Manual and the Sustainability Reporting Guide under Practice Note 7.6 of the SGX-ST Listing Manual.

Materiality and stakeholder inclusiveness underpinned the development of this Report. In addition, principles of accuracy, balance, and comprehensiveness have been strictly followed to ensure the quality of disclosure. The Report has been reviewed by the senior management and approved by the Board of Directors (the “Board”) to ensure that the reporting principles under the GRI standards and the SGX-ST Listing Manual have been thoroughly applied.

We have not sought external sustainability assurance for this Report, but will consider the possibility of doing so in the future.

Contact and Feedback

Elec & Eltek highly values the feedbacks of all stakeholders in relation to our sustainability practices and performance. Should you have any questions or suggestions on this Report, please contact us by e-mail at ir@eleceltek.com or fax at (852) 2954 2935. Please refer to the Company’s website at <http://www.eleceltek.com> for further information on the sustainability development of the Company.

關於本報告

引言

依利安達集團有限公司(「依利安達」、「本公司」或「我們」)為於新加坡註冊成立的有限公司，最終控股公司為建滔集團有限公司(「建滔」)。本公司於新加坡證券交易所有限公司主板(「新交所」)及香港聯合交易所有限公司(「香港聯交所」)主板上市(新交所股份代號：E16.SI，香港聯交所股份代號：1151)。

此為本公司的第二份可持續發展報告(「報告」)，說明其對可持續發展的承諾以及致力於為所有持份者創造長期價值的持續努力。本報告旨在提供有關我們營運中重大經濟、環境及社會方面的資料，並概述我們的可持續發展方向、戰略及活動。

報告範圍

除另有說明外，本報告涵蓋關於本公司自二零一八年一月一日起至十二月三十一日(「報告期間」或「二零一八年財政年度」)的主要業務，包括依利安達目前在開平、廣州、揚州及泰國營運四個生產基地。而有關本公司財務表現的詳情及任何查詢，請參閱依利安達二零一八年度年報。

報告標準及原則

本報告依照全球報告倡議組織(「GRI」)標準核心選項以及新交所上市手冊應用指引7.6項下的新交所上市手冊及可持續發展報告指南第711A及711B條所載的可持續發展報告監管規定而編寫。

重要性及持份者包容性為編寫本報告的基礎。此外，為確保披露質素，本報告已嚴格遵循準確性、平衡性及全面性原則。本報告經由高級管理層審閱及董事會(「董事會」)批准，以確保GRI標準及新交所上市手冊項下的報告原則獲充分應用。

我們未為本報告尋求外部可持續鑒證，但會考慮未來實行的可能性。

聯繫及反饋方式

依利安達高度重視各持份者對本公司可持續發展工作及表現的意見。如閣下對本報告有任何問題或建議，請發送電子郵件至ir@eleceltek.com，或傳真至(852) 2954 2935聯絡我們。如欲了解更多關於本公司可持續發展的資料，請參考本公司官方網站<http://www.eleceltek.com>。

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MESSAGE FROM THE BOARD

We are pleased to present the second independent sustainability report of Elec & Eltek in accordance with the Core option under the GRI Standards, which demonstrates to all stakeholders the results we have achieved in FY2018, and the determination of the Board in respect of sustainable development. We believe that the GRI Standards, as an internationally accepted guidelines for sustainability reporting, facilitates our disclosure to the material ESG topics in economic, social and environmental areas.

As one of the leading manufacturers that supplies conventional high density interconnects, backplane printed circuit boards and other related products and services worldwide, Elec & Eltek recognises the importance of taking initiatives to promote sustainability in our value chain and build a more environmentally and socially friendly industry. To strengthen the integration of sustainability into our strategic and investment planning, we have determined the material environmental, social and governance (“ESG”) issues and established a dedicated Corporate Social Responsibilities (“CSR”) Working Group under the Board to assist in sustainability governance. This taskforce collects feedback and opinions from our stakeholders and facilitates the handling of material ESG matters. The Board, on the other hand, leads the sustainability governance by assuming the overall responsibility for ESG matter and developing the key sustainability objectives and direction. The Board places equal emphasis on maintaining a sound and effective risk management and internal control system with an aim to build a solid foundation for corporate governance and to drive the growth of the Company’s sustainability performance.

In FY2018, we have set out 14 sustainability targets in relation to the environment, employment, community, and operations across all of our businesses in order respectively to further enhance our ESG progress and performance towards our sustainability goals. Our management reviews the internal policies and practices on a timely basis to address the emerging demands from our material ESG aspects. Meanwhile, we strictly uphold our business integrity and credibility in full compliance with the applicable laws and regulations as well as international standards throughout our business portfolio. During FY2018, as far as we are aware, there were no material breaches of, or non-compliance with, the applicable laws and regulations by Elec & Eltek, which would have a significant impact on the businesses and operations of the Company.

Additional measures on environmental protection were also adopted during the Reporting Period especially on the development of advanced waste water treatment systems, more stringent controls over air emissions, and comprehensive training provided to our employees to increase their environmental awareness. We have also provided more instructions to guide our employees in saving energy and resources. During the Reporting Period, we have recorded a decrease in our air emissions as well as water consumption in comparison to FY2017. We are encouraged by these remarkable results and we will keep on optimising our technologies and systems to reduce emissions and resource consumption.

董事會致辭

我們欣然呈上依利安達第二份根據GRI標準核心選項而作出披露的獨立可持續發展報告，向各持份者展示出我們於二零一八年財政年度取得的成果以及董事會在可持續發展方面的決心。我們認為GRI標準作為國際公認的可持續發展報告指南，有助於我們在經濟、社會及環境領域披露重要的ESG議題。

依利安達作為在全球範圍內提供傳統高精密度互連、背板印刷線路板以及其他相關產品及服務的領先製造商之一，認識到採取措施推動價值鏈可持續發展以及加強建設環境及社會友好型產業的重要性。為了將可持續發展進一步納入我們的戰略及投資規劃，我們已釐定重要的環境、社會及管治(「ESG」)主題，並在董事會下設立了一支專門的企業社會責任(「CSR」)工作小組，以協助可持續發展管治。該工作小組收集持份者的回應及意見，並推動重大ESG事項的處理。另一方面，董事會通過對ESG事項承擔整體責任及制定關鍵可持續發展目標及方向，引領可持續發展治理。董事會同等重視維持健全有效的風險管理及內部監控系統，以期為企業管治奠定堅實基礎，並推動本公司提升可持續發展表現。

於二零一八年財政年度，我們分別針對各項業務的環境、就業、社區及營運方面制定了14項可持續發展目標，以進一步推動我們的ESG進展及提升相關表現，從而實現可持續發展目標。我們的管理層及時審查內部政策及工作，以應對在我們重要的ESG範疇內出現的新需求。與此同時，我們在所有業務中嚴格堅守商業誠信及信譽，完全遵循適用法律法規及國際標準。而於二零一八年財政年度內，據我們所知，依利安達並無重大違反或不遵守適用法律及法規而對本公司的業務及營運有重大影響。

我們於報告期內亦採取額外環保措施，特別是採取措施發展先進廢水處理系統，加強廢氣排放控制，以及為員工提供全方位培訓以提高彼等的環保意識。我們亦提供更多指導，引導員工節約能源及資源。於報告期間，我們的廢氣排放量及耗水量較二零一七年財政年度錄得下降。受到該等出色成果的鼓舞，我們將繼續優化技術及制度，以減少排放及資源消耗。

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Embracing the core values of diversity and equality, we respect all parties in our value chain including our staff, suppliers, and customers. We strive to creating a safe and harmonious workplace and to maintaining long-term relationships with our talents. Human resources policies relating to the recruitment, promotion, salary and benefits have been further enhanced. In order to strengthen team spirit, we have organised various staff activities during the Reporting Period to facilitate interactions and bonding between our staff. Moreover, in adherence to our customer-oriented principle, our customer complaint handling mechanism is in place to receive, analyse and study complaints, and make recommendations on remedies with the aim of improving the quality of our services, thereby enhancing customer satisfaction. We not only ensure the quality of our suppliers through a fair and strict appraisal on an annual basis, but also valued our positive relationships with suppliers. We fully understand that we would not have obtained our current achievements without the support from local communities. As such, it is of far-reaching significance to give back to the communities in which we operate. In addition to monetary contribution in support of charitable organisations, we influence these communities through our own community programmes.

We greatly appreciate the efforts and support rendered by all staff and partners of the Company for making the achievements of our sustainable development possible. We will extend our efforts and success into the next financial year. On behalf of the Board, we take this opportunity to thank our stakeholders, including but not limited to shareholders, customers, suppliers and business partners, for all the support that they have provided to the Company. We would also like to thank our diligent employees for their hard work, loyal service and contributions made during FY2018.

Stephanie Cheung Wai Lin
Chairman

30 August 2019

我們信奉多元化及平等的核心價值觀，尊重價值鏈中的所有各方，包括我們的員工、供應商及客戶。我們致力於創造一個安全和諧的工作場所，並與我們的人才維持長期關係。我們的招聘、晉升、薪資及福利有關的人力資源政策得到進一步加強。為了加強團隊精神，我們於報告期內組織了各種員工活動，以加強員工之間的互動及聯繫。此外，為秉承我們以客為本的宗旨，我們設立了客戶投訴處理機制，以接收、分析及研究有關投訴，並就改進措施提出建議藉以提升我們的服務質量，由此提高客戶滿意度。我們不僅通過每年公平嚴格的評估來確保供應商的質量，亦重視與供應商發展良好關係。我們深知倘若沒有當地社區的支持，我們並不會擁有今天的成就。因此，回饋我們所在的社區對我們的意義非常深遠。除了以捐款方式支持慈善組織外，我們亦通過自己的社區項目影響這些社區。

我們非常感激本公司全體員工及合作夥伴為推動本公司實現可持續發展所付出的努力及支持。我們將把努力及成功延續到下一個財政年度。本人謹代表董事會藉此機會向包括股東、客戶、供應商及業務合作夥伴在內各持份者對本公司的鼎力支持表示感謝。我們同時感謝僱員於二零一八年財政年度之勤奮不懈、竭誠服務及貢獻。

張偉連女士
主席

二零一九年八月三十日

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ABOUT ELEC & ELTEK

Established in 1972, Elec & Eltek is one of the global leading manufacturers of conventional (as well as technologically advanced) high density interconnects (“HDI”) and backplane printed circuit boards (“PCB”) of up to 50-layers. It has made Quick Turn Around (“QTA”) service available which leads to shorter delivery lead times. Elec & Eltek was listed on the Mainboard of the SGX-ST in 1994 and achieved dual-listed status on the Mainboard of the Hong Kong Stock Exchange of Hong Kong Limited in 2011.

Business

Elec & Eltek currently operates four production sites, which are located in Kaiping, Guangzhou, Yangzhou and Thailand. With its own laminate facilities, Elec & Eltek has sharpened its competitive edge in cost control and material supply through vertical integration.

Elec & Eltek is dedicated to providing high quality PCBs to customers, which include global leaders in different electronics sectors, with its main focuses being on communication & networking, automotive industries, computer & computer peripherals and consumer electronics.

Elec & Eltek recorded an increased aggregate production volume of approximately RMB3.15 billion in FY2018 as compared with FY2017.

關於依利安達

依利安達於一九七二年創立，為技術先進的高精密度互連（「高精密度互連」）及傳統的層數達五十層的背板印刷線路板（「印刷線路板」）的全球領先製造商之一，亦提供快板服務（「快板服務」）以縮短生產至交貨時間。依利安達於一九九四年在新交所主板上市，另於二零一一年在香港聯交所主板獲得雙重上市。

業務

依利安達目前在開平、廣州、揚州及泰國營運四個生產基地。依利安達憑藉自有的覆銅面板設施，透過垂直整合在成本控制及材料供應方面增強競爭優勢。

依利安達致力於向客戶提供優質印刷線路板，客戶包括許多全球著名的電子產品企業，主要集中於以下行業：通訊及網路、汽車業、電腦及電腦周邊產品以及消費者電子產品。

較二零一七年財政年度，依利安達於二零一八年財政年度錄得總產量增加至約人民幣31.5億元。

Production highlight	生產摘要	2018	2017
		(RMB billion) 二零一八年 (人民幣十億元)	(RMB billion) 二零一七年 (人民幣十億元)

Production volume	產量	3.15	2.91
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The financial performance of Elec & Eltek during the Reporting Period is as follows:

依利安達於報告期間的財政表現如下：

Income highlights	收益摘要	2018	2017
		(US\$ million) 二零一八年 (百萬美元)	(US\$ million) 二零一七年 (百萬美元)

Turnover	營業額	602.6	500.4
EBITDA	未扣除利息、稅項、折舊及攤銷前盈利	74.9	79.7
Gross profit	毛利	64.6	70.7
Profit after taxation	除稅後溢利	24.9	36.8
Profit for the year	年內溢利	24.3	36.2

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Ratios of turnover for FY2018 by geographic locations are as follows:

二零一八年財政年度按地域劃分的營業額比率如下：

Geographic locations	地域	2018 (%) 二零一八年 (%)	2017 (%) 二零一七年 (%)
Mainland China (including Hong Kong)	中國內地(包括香港)	60.5	59.9
Europe	歐洲	16.9	16.6
South East Asia	東南亞	10.7	10.2
North & Central America	北美及中美	6.0	6.5
Other Asian countries	其他亞洲國家	5.3	6.0
Others	其他	0.6	0.8

The Company's business is highly dependent on demand in the automotive, computer and computer peripherals, communications and network equipment and customer electronics industries, which are cyclical in nature and, is subject to rapid technological change. During the Reporting Period, the sales price of laminates recorded a slight drop, resulting in a decrease in its profit as compared with that of FY2017. At the same time, the Company recorded an allowance for expected credit losses and an increased inventory provision in FY2018. The depreciation of property, plant and equipment also increased due to the addition of plants and equipment. As a result of the above, the Company's overall economic benefits were adversely affected.

本公司業務高度依賴市場對汽車、電腦及電腦周邊產品、通信及網絡設備的需求，以及屬週期性質的消費者電子產品行業，且受到技術迅速變動的影響。於報告期間，覆銅面板的售價錄得輕微下跌，導致溢利較二零一七年財政年度有所下降。與此同時，本公司於二零一八年財政年度錄得預期信貸虧損撥備及存貨撥備增加。由於廠房及設備增加，物業、廠房及設備的折舊亦有所增加。由於上述原因，本公司的整體經濟效益受到不利影響。

To eliminate the risks associated with the unstable economic condition and market demand, our comprehensive risk management system, which covers aspects across corporate strategies, operations and finance, facilitates the strategic decision-making and unfolds the hidden opportunities. In respect of future developments, the Company is aware of the risks associated with its businesses and will adopt effective tackling measures proactively.

為了消除與經濟狀況及市場需求不穩定相關的風險，我們的全方位風險管理系統涵蓋企業戰略、營運及財務，協助推動戰略決策，展現隱藏機遇。就未來發展而言，本公司了解與其業務有關的風險，並且將積極採納有效應對措施。

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Objective, Mission and Belief

Elec & Eltek will continue to work on upgrading its mix of products of high-tech and high layer count PCB products, in order to cope with changing market demands. Moreover, we explore further business opportunities, and meet the demand of the emerging markets. Leveraging on regional success, advanced technology and equipment, and efficient management, we are committed to delivering excellent value to all stakeholders.

We commit ourselves to ensuring the Company's business activities are conducted in a responsible manner that bring positive contributions to our surrounding environment and communities. In the future, we will continue to integrate sustainability considerations into our day-to-day operation and practice the principle of "customer-centric, staff foremost and innovative growth", striving to implement the sustainable business strategy of long-term growth.

Sustainability Governance

Sustainability Framework

The Company endeavours to, in close cooperation with the Board and the management, uphold our corporate ethical culture, and has established a sound sustainability governance structure to strengthen the integration of sustainability into our daily operation. The structure is as follows:



The Board assumes the overall ESG responsibility of the Company and oversees ESG matters as a whole. It sets out the Company's ESG objectives and directions and delegate the management authorities to the CSR Working Group.

董事會對本公司ESG承擔整體責任並對ESG事務作整體監督。董事會提出本公司的ESG目標及方向，並將管理權限授予CSR工作小組。

Comprised of key management of the core departments, the CSR Working Group is responsible for executing and coordinating all ESG-related activities such as engaging with stakeholders, designing ESG policies and escalating significant ESG issues to the Board. This taskforce also handles the materiality assessment, ESG information and data collection as well as the preparation of the sustainability report.

CSR工作小組由核心部門的主要管理人員組成，負責執行及協調所有與ESG相關的活動，例如與持份者合作、制定ESG政策以及向董事會上報重大ESG議題。該工作小組亦負責處理重要性評估、ESG資訊及資料搜集以及可持續發展報告的編製。

The Executive Department drives the implementation of the sustainability polices and initiatives within the business and strives to achieve the sustainability targets set by the Company in the environmental, social and economic areas.

執行部門推動企業內部可持續發展政策及舉措的實施，並力爭實現公司在環境、社會及經濟領域制定的可持續發展目標。

目標、使命及信念

為應對不斷變化的市場需求，依利安達將不斷改善其高科技及高層數印刷線路板產品。此外，我們開拓更多商機並滿足新興市場的需求。依利安達利用地區成果、先進技術及設備及高效管理，致力為全體股東帶來豐厚的回報。

我們致力確保本公司以負責任的方式開展業務活動，為我們周邊的環境及社區作出積極貢獻。日後，我們將繼續把可持續發展的考慮因素融入到日常營運當中，並實行「以客為先、員工至上、創新成長」，致力於實現長期增長的可持續業務戰略。

可持續發展管治

可持續發展框架

本公司努力與董事會及管理層緊密合作，維護企業道德文化，並已建立健全的可持續發展管治架構，以將可持續發展進一步融入日常營運。該管治架構如下：

SUSTAINABILITY REPORT

可持續發展報告

Corporate Governance

The Company has a defined organisational structure with clear lines of responsibility and authority. Each department is accountable for its daily operations and is required to report to the Executive Directors of the Company on a regular basis. Policies and procedures are set for each department, which includes conducting regular risk assessments and taking appropriate action to manage risks identified; establishing management structures with defined authorities and proper segregation of duties; monitoring the strategic plan and performance; designing an effective accounting and information system; and ensuring swift actions and timely communication with our stakeholders.

Risk Management, Internal Control and Compliance

The Board acknowledges its accountability for the risk management and internal control system and its responsibility to ensure effectiveness of the system. Supported by the Audit Committee, the system is reviewed and evaluated by the Board at least annually. The Management of the Company is responsible for setting the appropriate tone from the top, performing risk assessments, and implementing the design, implementation and maintenance of internal control. Essential to this risk management and internal control system are well-defined policies and procedures that are properly documented and communicated to employees. Finally, the Internal Audit Department performs regular check of the financial condition, operational condition, risk management, compliance control and internal control of the Company.

In addition, the Company highly values the compliance and lawfulness of all operating activities, in particular, in respect of ESG, which not only helps to ensure the Company's strict compliance but also serves as a minimum requirement for our cooperation with staff, suppliers and other stakeholders. The Company's risk management initiatives, which include sustainability, are considered annually with respect to whether the Company's policies and programmes adequately identify and respond to the material sustainability risks that the Company faces. The Company's risk management and internal control system helps ensure the protection of the Company's assets, including our people, the efficiency and effectiveness of our processes, the reliability of the information provided to our stakeholders, and our compliance with applicable laws and regulations.

During the Reporting Period, the Company was not aware of any material breach of applicable laws and regulations that had a significant impact on the business of the Company. We will continue to maintain a high-standard corporate governance system and business ethics and to build deeper trust with stakeholders.

企業管治

本公司設有權責分明之組織架構。每個部門對其日常運作負責，並需定期向本公司執行董事匯報。每個部門已設有既定政策及程序，其中包括進行定期風險評估並採取合適之行動以管理識別出的風險；建立權責分明、職責恰當劃分之管理架構；監察策略計劃及表現，設計有效的會計及資訊系統；及確保本公司與持份者維持快捷及時之通訊。

風險管理、內部監控及合規狀況

董事會承認其須對風險管理及內部監控系統負責，並有責任確保該系統之有效性。在審核委員會的支持下，董事會至少每年對該系統進行覆核及評估。本公司管理層負責從頂層為監控定調、執行風險評估、並設計、實施及維護內部監控。對於風險管理及內部監控系統而言，明確的書面政策與程序及向員工宣導至為重要。最後，內部審核部門定期審核本公司之財務狀況、經營狀況、風險管理、合規及內部監控情況。

此外，本公司高度重視所有營運活動的合規性和合法性，尤其是對ESG事宜方面。除了確保本公司嚴格遵守法規外，合規亦是我們對員工、供應商等持份者合作的最低要求。本公司每年檢討其風險管理措施，包括可持續發展，以考慮本公司的政策及方案是否足以識別及應對所面臨的重大可持續發展風險。本公司的風險管理及內部監控系統協助保障本公司的資產（包括員工）、確保業務流程行之有效、持份者獲提供可靠資料，以及我們遵守適用之法例法規。

於報告期間，本公司並無發現任何對公司業務造成重大影響的適用法律及法規的重大違規事宜。我們會繼續要求維護高標準的企業管治制度和商業道德，並與持份者建立更深厚的信任。

SUSTAINABILITY REPORT

可持續發展報告

External Charters, Principles and Initiatives

To show all stakeholders our determination in sustainable development and continuous improvement, we have signed the following internationally recognised charters, principles and initiatives in relation to ESG:

外部規章、原則及倡議

為了向各持份者展示我們對可持續發展及持續改進的決心，我們簽署了以下國際認可的ESG相關規章、原則及倡議：

Charters, principles or initiatives	規章、原則或倡議	Year 年份
Occupational Health and Safety Assessment Series (OHSAS 18001) accreditation	職業健康安全管理體系(OHSAS 18001)認證	2007
Environmental Management System (ISO 14001) accreditation	環境管理體系(ISO 14001)認證	2015
Quality System (ISO 9001) accreditation	質量體系(ISO 9001)認證	2015
Vehicle Quality Control System Standards (IATF 16949)	汽車品質管制體系標準(IATF 16949)	2016
Hazardous Substance Process Management System (IECQ QC 080000)	有害物質過程管理體系(IECQ QC 080000)	2017

The Company has become a major member of the Electronics Industry Citizenship Coalition (“EICC”), an international initiative, for extensive supervision over its products. In addition, the Board of Investment, the department in charge of investment in Thailand, has conducted a strict review and distributed rewards for new high-tech enterprise to us to support our further development.

本公司亦已獲得了國際性倡議組織電子行業公民聯盟(「EICC」)的主要會員資格，對其產品進行進一步監管。此外，泰國主管投資促進的部門，泰國投資促進委員會進行嚴格審核，向我們發放高新技術企業獎勵，支持我們企業進一步發展。

For the Company’s financial and governance performance in detail, please refer to the annual report of Elec & Eltek for FY2018.

有關本公司的詳細財務及管治表現，請參閱依利安達的二零一八年財政年度年報。

Anti-corruption

All members of the Company, including the management team, are required to strictly comply with the code of conduct of our Company. We include anti-bribery, extortion, fraud and money laundering policies in the employee handbook, and require all employees to acknowledge the employee handbook and strictly follow the relevant rules. Management personnel are required to declare conflict of interest annually, and the Company has also established an anonymous reporting mechanism that enables staff to report any suspected mis-conduct. An independent investigation team has been set up to handle all reports on bribery, extortion, fraud and money-laundering. Moreover, to enhance staff awareness of the importance of honesty and integrity, all new employees are required to participate in training on the code of conduct upon induction, while incumbent staff are required to attend in regular training in regard to business ethics.

反貪腐

本公司嚴格要求所有員工包括管理團隊遵守本公司的道德行為守則，我們在員工手冊中加入防止賄賂、勒索、欺詐及洗黑錢政策，並要求所有員工必須認可員工手冊並嚴格遵守相關規定。管理人員每年需要申報利益衝突事宜，本公司亦設立了匿名舉報機制，令員工可以上報可疑不端行為。本公司已成立獨立小組調查機制，處理所有有關賄賂、勒索、欺詐及洗黑錢的舉報。另外，為加強員工的廉潔意識，我們要求所有新僱員於入職時參加行為守則培訓，而現有員工則須參加與商業道德相關的定期培訓。

The Company is not aware of any material breach of applicable laws and regulations pertaining to the prevention of bribery, extortion, fraud and money-laundering during the Reporting Period.

本公司報告期間並無發現與防止賄賂、勒索、欺詐及洗黑錢有關之適用法律法規的重大違規事宜。

SUSTAINABILITY REPORT

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Non-Competition Undertakings

The Company operates in accordance with the terms of the non-compete deed with appropriate procedures in place to prevent and detect non-compliances. There was no new business investment or other merger and acquisition opportunity deliberated, accepted or declined by the Company during FY2018. Hence, no legal actions regarding anti-competitive behaviour, anti-trust, and monopoly were proceeded against the Company during the Reporting Period.

不競爭承諾

本公司根據不競爭契據的條款運作，並已設立適當程序，以防止及偵查違規行為。於二零一八年財政年度，本公司並無商議、接納或拒絕任何新業務投資或其他併購機會。因此，於報告期間，並無任何針對本公司反競爭行為、反壟斷及壟斷行為的法律訴訟。

SUSTAINABILITY REPORT 可持續發展報告

SUSTAINABILITY MANAGEMENT

Stakeholder Engagement

Elec & Eltek has been maintaining close communications with stakeholders. In connection with this Report, we have engaged the following stakeholder groups through various communication channels to identify their concerns over our sustainability:

可持續發展管理

持份者參與

依利安達一直與持份者保持密切溝通。就本報告而言，我們通過各種溝通渠道與以下持份者團體接觸，以確定彼等對我們可持續發展的關注點：

Group of stakeholders 持份者團體	Communication channel 溝通渠道	Concerns 關注點
Shareholders and investors 股東及投資者	<ul style="list-style-type: none"> Press release and announcements Quarterly unaudited financial results announcements Annual and interim reports, announcements and circulars Annual general meetings Meetings to be held as needed and responses to calls and written inquiries 新聞稿和公告 季度未經審核財務業績公告 年報及中期報告、公告及通函 股東周年大會 按需要舉行會議及回應電話和書面查詢 	<ul style="list-style-type: none"> Financial and business performance Corporate governance Legal compliance 財務和業務表現 企業管治 合規合法
Staff 員工	<ul style="list-style-type: none"> Staff communications including emails Performance appraisal Staff activities Training, meetings, and briefings 員工通訊、電郵 工作績效考核 員工活動 培訓、會議及簡報會 	<ul style="list-style-type: none"> Remuneration, training and development Promotion prospect Occupational health and safety 薪酬、培訓和發展 晉升機會 職業健康與安全
Suppliers/Business partners 供應商／業務合作夥伴	<ul style="list-style-type: none"> Emails and customer service hotlines Performance assessment Annual renewal and update Website Annual and interim reports 電郵及客戶服務熱線 表現評估 年度續約及更新 網站 年報及中期報告 	<ul style="list-style-type: none"> Continuous cooperation Financial and business performance Corporate governance 持續合作 財務和業務表現 企業管治

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Group of stakeholders 持份者團體	Communication channel 溝通渠道	Concerns 關注點
Customers 顧客	<ul style="list-style-type: none"> • Emails and customer service hotlines • Tenders submitted to customers • Cooperation agreements with customers • Website • Annual and interim reports • 電郵及客戶服務熱線 • 向客戶發出的投標書 • 與客戶簽訂的合作協議 • 網站 • 年報及中期報告 	<ul style="list-style-type: none"> • Product quality • Company's CSR strategies • Financial and business performance • 產品質量 • 本公司CSR戰略 • 財務和業務表現
Communities 社區	<ul style="list-style-type: none"> • Community services and activities • Community investment and fundraising activities • 社區服務及活動 • 社區投資及募捐活動 	<ul style="list-style-type: none"> • Company's CSR strategies • Community support • 本公司CSR戰略 • 社區支持
Media and the public 媒體及公眾	<ul style="list-style-type: none"> • Announcements • Annual and interim reports • Website • 公告 • 年報及中期報告 • 網站 	<ul style="list-style-type: none"> • Corporate governance • Legal compliance • 企業管治 • 合規合法
Government bodies/regulators 政府部門／監管機構	<ul style="list-style-type: none"> • Annual and interim reports • Verbal and written communication when needed • Responses to government inquiries upon request • 年報及中期報告 • 有需要時進行口頭及書面溝通 • 應要求響應政府查詢 	<ul style="list-style-type: none"> • Staff benefits • Occupational safety regulations • Environmental impacts • Product compliance • 員工福利 • 職業安全法規 • 環境影響 • 產品合規

SUSTAINABILITY REPORT

可持續發展報告

Materiality Assessment

The Company, with the support of an external consultant, performed an assessment during the Reporting Period to identify material sustainability issues for the Company and its stakeholders. During the process, stakeholders were invited to provide feedback on the sustainable development of the Company via a questionnaire. Internal and external stakeholders that are involved in the process including employees, investors, suppliers and customers.

We would like to extend our gratitude to all stakeholders that participated for their valuable feedback, as well as their continuous support. We will continue to operate in a responsible and sustainable manner through integrating sustainability considerations into our day-to-day operations.

Procedures

At the beginning of our materiality assessment, we preliminarily suggested relevant sustainability issues of the Company with reference to GRI Standards, and the external consultant also conducted a benchmarking and industry analysis to identify further potential issues.

After that, internal and external stakeholders were invited to rate the importance of the identified sustainability issues, considering the impact on the Company and the stakeholder respectively. The following elements were taken into consideration in identifying and selecting the material ESG topics:

- Company objectives, mission and value
- Sustainability goals and targets
- Level of impact the activities have on the environment and society
- The risks and opportunities (including the potential impact brought to the performance, prospects and management quality of the Company and the creation of value to the stakeholders)

Ratings provided by stakeholders were then analysed by the external consultant to identify the material ESG topics for the Company to be covered in this Report. We believe that the reported matters are relevant to the Company in regards to our short, medium and long terms.

重要性評估

本公司在外部顧問的協助下，於報告期內進行評估，以為本公司及其持份者確定重要可持續發展議題。過程中，持份者被邀請以問卷調查方式對本公司的可持續發展方面提供反饋意見。參與該過程的內部及外部持份者包括僱員、投資者、供應商及客戶。

我們對所有參與其中的持份者表示感謝，感激彼等提供的寶貴意見反應以及給予的持續支持。我們將繼續以負責任和可持續的方式運作，把可持續發展的考慮因素融入到日常營運當中。

過程

於重要性評估開始時，我們參考GRI標準就本公司相關可持續發展議題提出初步建議，外部顧問亦進行了基準及行業分析，以進一步發現潛在議題。

之後，內部及外部持份者受邀評估該些潛在可持續發展議題對本公司及相關持份者的影響，並就其重要性進行評分。以下要素於釐定及選擇ESG議題時予以考慮：

- 公司目標、使命及價值
- 可持續發展目標及具體目標
- 活動對環境及社會的影響程度
- 風險及機遇(包括對本公司業績、前景及管理品質的潛在影響以及為持份者創造價值)

其後由外部顧問對持份者給出的評價進行分析，以為本公司確定本報告中將涵蓋的重要ESG議題。我們認為所報告的事項與本公司有著短期、中期及長期的關聯。

SUSTAINABILITY REPORT

可持續發展報告

Summary of Material Topics

Based on the materiality assessment results, we categorised the ESG issues into two rankings, which are “material” and “relatively material”. “Material” matters refer to issues that are closely related to the Company’s operations and have a material impact or pose significant risks and opportunities to the Company. “Relatively material” matters refer to issues that are relevant to and affected by the Company’s operations.

重要議題摘要

根據重要性評估結果，我們將ESG議題區分為「重要」和「次為重要」兩個等級。「重要」議題是指那些對本集團營運密切相關並構成重大影響或風險及機遇的議題。「次為重要」議題是指那些對本集團營運相關並受其影響的議題。

Material 重要

- Wastewater discharge
- 污水排放
- Hazardous waste management
- 有害廢棄物管理
- Environmental and social risk management for the supply chain
- 供應鏈的環境和社會風險管理
- Product quality and safety
- 產品的質量與安全
- Occupational health and safety
- 職業健康與安全
- Communication with employees
- 與僱員溝通
- Staff recruitment, promotion and dismissal
- 員工招聘、晉升和解僱
- Employee compensation and benefits
- 僱員薪酬和福利

Relatively material 次為重要

- Energy consumption
- 能源消耗
- Non-hazardous wastes management
- 無害廢棄物管理
- Air emissions
- 大氣排放物
- Climate change and greenhouse gas emissions
- 氣候變化和溫室氣體排放
- Water consumption
- 用水
- Consumption of packaging materials
- 包裝物料的使用
- Workforce diversity, equal opportunity and anti-discrimination
- 勞動力多元化、平等機會和反歧視
- Employee training and development
- 僱員培訓和職業發展
- Data protection and privacy
- 資料保護和私隱
- Business ethics
- 商業道德
- Protection of intellectual property
- 智慧財產權保護
- Local community development
- 當地社區發展
- Prevention of child labour and forced labour
- 防止童工及強制勞工

SUSTAINABILITY REPORT 可持續發展報告

This Report will give an overview of the Company's management approach, initiatives and performance in relation to the above issues, in order to address stakeholders' concerns.

Targets

We set out 14 sustainability targets in the areas of environment, employment, operation and community to steer our sustainability efforts in the coming FY2019. We endeavour to improve our sustainability performance and will consider to incorporate quantitative criteria to further strengthen our commitment.

Details of our FY2019 sustainability targets are as follows:

本報告將概述本公司與上述問題相關的管理方法、舉措和表現，以解決持份者的疑慮。

目標

於即將到來的二零一九年財政年度，我們在環境、就業、營運及社區領域制定14項可持續發展目標，以指導我們的可持續發展工作。我們致力於提升我們的可持續發展表現並將考慮納入量化標準，以進一步加強我們的承諾。

我們的二零一九年財政年度可持續發展目標詳情如下：

 Environment 環境	 Employment 僱傭	 Operation 營運	 Community 社區
<ul style="list-style-type: none"> • Reduce emissions • 減少排放 • Manage energy use effectively • 有效管理能源使用 • Save water • 節約用水 • Recover and recycle wastes • 廢棄物回收及循環再用 	<ul style="list-style-type: none"> • Improve employee benefits and strengthen employee training and personal development • 提升僱員福利、加強僱員培訓和個人發展 • Promote work-life balance • 提倡工作與生活平衡 • Ensure employee occupational health and safety • 保障職業健康及安全 	<ul style="list-style-type: none"> • Comply with applicable laws and regulations • 遵從法規 • Prevent bribery and corruption • 防止賄賂及貪污舞弊行為 • Manage supply chain effectively • 有效管理供應鏈 	<ul style="list-style-type: none"> • Support in building a caring and eco-friendly community • 提升社會中關愛和環保的氛圍 • Make products that benefits society • 生產對社會作出貢獻的產品 • Promote community development • 促進社區發展 • Offer job opportunities • 提供就業機會

SUSTAINABILITY REPORT 可持續發展報告

TALENT MANAGEMENT

Management Approach

We believe that attracting and retaining the best talents are the keys to the sustainable development of our business. We value the career development and well-being of our employees, therefore, we strive to provide an inclusive working environment which promotes team work and open communications to drive the productivity and innovation which will in turn improve our overall competitiveness. A set of human resources policies have been adopted to facilitate fair employee practices and provide equal opportunities to our employees regardless of their gender, age or cultural background. Our administrative department is responsible for supervising the implementation of the policies and organising trainings to communicate our expectations in detail to new hires.

In addition, internal audit is conducted annually to ensure compliance with such policies. During FY2018, the Company was not aware of any material breaches of applicable laws and regulations pertaining to employment that had a significant impact on the Company, including but not limited to the Labour Law, the Law on the Protection of Rights and Interests of Women, the Trade Union Law, and the Social Insurance Law of the People's Republic of China, as well as the SA8000 Social Responsibility Standards which the Company abides by.

Staff Recruitment, Promotion and Dismissal

Under our recruitment policy, we look for people who are trustworthy, innovative and proactive team players. All applicants must undergo a formal and objective assessment to determine whether their aptitude and ability meet the Company's business development needs. At the same time, we have also established stringent assessment and approval procedures to ensure fairness of our recruitment activities. All employees have signed formal employment contracts with the Company. During FY2018, we had turnover of approximately 5,000 employees which is considered common for a labour intensive business. No significant variances were found in the hiring of permanent and temporary employees in terms of gender and region.

Given the fast-moving pace of the industry, it has been increasingly important to nurture and retain talents. We provide employees with sound pathways and opportunities for promotion, and approximately 80% of our managerial staff was promoted internally. Furthermore, we prefer employing locally and during the Reporting Period, approximately 37% of our managerial staff were local residents of the places in which our the operations are located. The senior management is defined as employees who are designated at the level of manager or above.

人才管理

管理方針

我們相信吸納並保留最佳人才是公司業務持續發展的關鍵。我們重視僱員的職業發展及福祉，因此，我們努力提供包容的工作環境，促進團隊合作和開放式溝通，推動生產力和創新，從而提高我們的整體競爭力。本公司已採取一系列人力資源政策，以促進公平就業，並為僱員提供平等的機會，不論其性別、年齡或文化背景。我們的行政部門負責監督政策實施並組織培訓以便向新員工詳細傳達我們的期望。

此外，我們每年進行內部審核以確保遵守相關政策。於二零一八年財政年度，本公司並未發現任何與僱傭相關及對本公司有重要影響的適用法律及法規（包括但不限於《中華人民共和國勞動法》、《中華人民共和國婦女權益保障法》、《中華人民共和國工會法》及《中華人民共和國社會保險法》）以及本公司遵守的SA8000社會責任標準的重大違規事宜。

員工招聘、晉升和解僱

我們的招聘政策以誠信、創新、積極及團隊精神為錄用人才的基本準則。所有應徵者需經客觀正規的入職考核以評估其能力能否滿足公司的業務發展需求。同時我們亦需通過嚴格的審批程序以確保我們的招聘活動的公平性。所有僱員均與公司簽訂了正式的僱傭合約。於二零一八年財政年度，我們的僱員流失人數為約5,000名，這對勞動密集型企業來說乃屬常見。就性別和地區而言，僱用長期及臨時僱員方面並無發現重大差異。

鑑於行業快速變化的步伐，培育及挽留人才變得日益重要。我們為僱員提供良好的發展路徑及晉升機會，約80%的管理人員從內部提拔產生。此外，我們偏好從本地招人，於報告期間，我們約37%的管理人員為我們營運所在地的本地居民。高級管理人員被界定為經理級別或更高級別的僱員。

SUSTAINABILITY REPORT

可持續發展報告

Meanwhile, we value the relationship with our employees and strictly prohibit unreasonable dismissal of staff, and the period of notice of termination is clearly stated in the employment contract.

We extract the number of headcount by categories in our human resources database and compile the table below. Data on the total number of employees and their breakdown during the Reporting Period are as follows:

同時，我們重視與僱員的關係，嚴禁不合理的解僱員工，並於僱傭合約中訂明終止合約的通知期。

我們在人力資源數據庫中按類別提取人數，並編製下表。於報告期間，僱員的總數及明細數據如下：

Employees distribution	僱員分佈	2018 二零一八年	2017 二零一七年
Total employees	僱員總數	8,400	8,700
Total employees by gender (Note 2)	按性別劃分的僱員總數(附註2)		
Male	男	4,874	5,020
Female	女	3,526	3,680
Total employees by age	按年齡劃分的僱員總數		
Below 30 years old	30歲以下	3,326	NA (Note 1) 不適用(附註1)
30-50 years old	30-50歲	4,704	NA (Note 1) 不適用(附註1)
Above 50 years old	50歲以上	370	NA (Note 1) 不適用(附註1)
Total employees by region	按地區劃分的僱員總數		
China	中國	7,299	NA (Note 1) 不適用(附註1)
Thailand	泰國	1,101	NA (Note 1) 不適用(附註1)
Total employees by employment type (Note 3)	按僱傭類型劃分的僱員總數(附註3)		
Permanent employees	終身僱員	8,044	NA (Note 1) 不適用(附註1)
Temporary employees	臨時僱員	356	NA (Note 1) 不適用(附註1)
Senior management	高級管理人員		
Total number of senior management	高級管理人員總數	76	62
Total number of senior management from local community	來自當地社區的高級管理人員總數	28	13

1 We enhanced the scope of disclosure in FY2018, and certain data were only started to collect and report from the Reporting Period. Therefore historical figures are not available.

2 This breakdown also represents the breakdown of full time employees by gender as no part time employees were hired during FY2018.

3 The breakdowns of permanent and temporary employees by gender and region are similar to this breakdown.

1. 我們於二零一八年財政年度擴大披露範疇，若干資料自報告期間起才開始搜集及報告，因此無法獲得歷史數據。

2. 該明細亦為按性別劃分的全職僱員明細，因為於二零一八年財政年度並無招聘兼職僱員。

3. 按性別及地區劃分的終身及臨時僱員明細與本明細相若。

SUSTAINABILITY REPORT

可持續發展報告

Employee Compensation and Benefits

The salaries of our employees are maintained at a competitive level and are strictly in compliance with national government requirements and pertinent laws and regulations. We have also formulated internal policies to govern employee compensation, which include the Policy for the Administration of Salaries and Allowances, Performance Appraisal Policy, Policy for the Administration of Merit Assessment and Reward Allocation Policy.

Staff remuneration is determined and adjusted with reference to the respective local minimum wages, financial performance of the Company, and individual performances in order to maintain objectivity and fairness. We undertake that our standard salary will not be lower than the required minimum wage to protect the benefits of our staff. We also grant pre-emptive rights and special bonuses to eligible employees. The Company will continue to review and improve its remuneration policies so as to achieve equality and motivate our people.

We also value the work-life balance of our employees. We provide paid annual leave, statutory maternity leave, paternity leave, parental leave and compassionate leave to our employees, thereby allowing them to rest properly and take care of their personal matters. Working hours and overtime compensation are determined in accordance with the local requirements. We also set up leisure facilities for staff to reduce stress. Furthermore, we have organised various types of staff activities during the year as follows which facilitate communications and relationship building between the Company and its employees:

- festival gifts (such as rice dumplings for Dragon Boat Festival and moon cakes for Mid-Autumn Festival)
- night market events
- annual dinner
- birthday evening party
- sports competitions

僱員薪酬和福利

我們的僱員薪酬維持在有競爭力的水平，並嚴格遵守國內政府之規定以及相關法律法規。我們亦制定了管理僱員薪酬的內部政策，包括《薪資管理制度》、《績效考核制度》、《評優管理制度》和《獎金分配制度》。

員工薪酬乃參考當地最低工資、本公司的財務表現及個人業績釐定及調整，以維持客觀性及公平性。我們承諾標準薪金不會低於規定的最低工資，確保保護員工福利。我們亦會為合資格僱員發放優先購股權及特別獎金。本公司將繼續審查及完善薪酬政策，以實現平等及激勵員工。

我們亦重視為僱員平衡工作與生活。我們提供帶薪年假、法定產假、陪產假、育嬰假及恩恤假，從而使彼等能夠適當休息並處理好個人事務。工作時長及加班費乃根據當地要求釐定。我們亦為員工設置休閒設施以減輕彼等壓力。此外，我們於年內組織了以下各類員工活動，以促進公司與僱員之間的溝通及關係建立：

- 節慶禮物(如端午節的粽子、中秋節的月餅)
- 大筴地活動
- 周年晚會
- 生日晚會
- 運動比賽

SUSTAINABILITY REPORT

可持續發展報告

In respect of staff retirement benefits, the Company purchases insurance for staff, and sets clear retirement policy in accordance with the national laws, and makes payments, on a regular basis, for state-managed retirement benefit scheme contributions, which include the central provident fund in Singapore, the government-funded retirement benefit scheme in the People's Republic of China, the mandatory provident fund in Hong Kong and other relevant schemes, to ensure staff's entitlement to appropriate assurance after their retirement.

The data on employee salaries and benefits in FY2018 are as follows:

員工退休福利方面，本公司為員工購買保險並根據國家法律制定明確的退休政策，定期支付國家管理的退休福利計劃供款，包括新加坡中央公積金，中華人民共和國國家資助退休福利計劃及香港強制公積金等相關計劃，確保員工退休後能享受應有的保障。

二零一八年財政年度的僱員薪酬及福利數據如下：

Employee salary and benefits	僱員薪酬及福利	2018 二零一八年	2017 二零一七年
Average monthly salary by gender (in RMB)	按性別劃分的每月平均工資(人民幣)		
Male	男	4,635	4,906
Female	女	4,099	4,690
Female to male ratio	女男比例	1:1.13	1:1.05
Total number of employees applying for parental leave by gender ^(Note 1)	按性別劃分的申請育嬰假僱員總數 ^(附註1)		
Male	男	23	NA ^(Note 2) 不適用 ^(附註2)
Female	女	53	NA ^(Note 2) 不適用 ^(附註2)
Female to male ratio	女男比例	1:0.43	NA ^(Note 2) 不適用 ^(附註2)
Total spending on employee benefits	僱員福利總支出	RMB40 million 人民幣4000萬元	NA ^(Note 2) 不適用 ^(附註2)

¹ Our full time employees are entitled to parental leave and all of them returned to work after parental leave ended.

² We enhanced the scope of disclosure in FY2018, and certain data were only started to collect and report from the Reporting Period. Therefore historical figures are not available.

¹ 我們的全職僱員有權享受育嬰假，彼等均於育嬰假結束後重返工作崗位。

² 我們於二零一八年財政年度擴大了披露範疇，若干資料自報告期間起才開始搜集及報告，因此無法獲得歷史數據。

SUSTAINABILITY REPORT

可持續發展報告

Diversity, Equal Opportunity and Anti-discrimination

We seek to foster a diverse workplace with strict prohibition against discrimination in any form in relation to recruitment, remuneration and promotion. Currently, we run recruitment programmes in all major cities in China and employment opportunities are available to all qualified applicants. Our employees receive equal and adequate opportunities for training and career development. Furthermore, an independent whistle-blowing system is in place to investigate and follow up with any reported cases of potential violation of our employment principles. During the Reporting Period, we have no reported incidents related to discrimination or other unfair practice.

Labour Standards

We have adopted a range of measures to prohibit forced labour by way of violence, threat, detention or other illegal actions. All employees are required to enter into labour contracts on a voluntary basis, and we will proceed with the employment procedures only after the candidate has acknowledged and agreed to the terms and conditions.

All candidates qualified for employment must have reached the statutory age and be in possession of valid identification documents before they can be officially employed. Candidates under the statutory age for work will be rejected with no exception. As part of the employment procedures, each candidate will be informed about the job details, working conditions, related occupational safety risks and remuneration of his/her positions.

Development and Training

We have developed and organised various training activities to grow our talents. The basic training we provide can mainly be categorised into induction training, external training and internal training, details of which are as follows:

多元化、平等機會和反歧視

我們鼓勵多元化的工作環境，嚴禁任何形式的歧視，包括招聘、薪酬、晉升等等。現時我們在全國各大城市均設有招聘計劃，符合要求的應徵者均有獲聘機會。我們的僱員享有平等充足的培訓及職業發展機會。此外，我們設有獨立的舉報制度，可調查及追蹤任何可能違反我們僱傭原則的舉報事件。報告期內，我們並無接獲與歧視或其他不公平待遇有關的事件。

勞工準則

我們採取一系列措施禁止以暴力、脅迫、拘禁或其他非法行為強迫勞工工作。所有僱員均須在自願的基礎上訂立勞動合同，我們僅於應徵者承認並同意條款及條件後，方可辦理入職手續。

所有符合招聘要求的員工在正式受僱前，必須已成年及持有有效身份證明文件。對於不到法定工作年齡的人員，我們堅決不予錄用。此外，在每位員工辦理入職手續時，我們告知員工工作內容、工作條件、職業安全風險及薪酬。

發展及培訓

我們設計並組織各種培訓活動來培養人才。我們提供的基本培訓主要可分為崗前培訓、外部培訓以及內部培訓，詳情如下：

SUSTAINABILITY REPORT 可持續發展報告

Induction Training 崗前培訓	Internal Training 內部培訓	External Training 外部培訓
<p>Induction training introduces new hires with the Company's objective, mission and vision, corporate culture, general rules, employee handbook and benefits as well as other important business information such as work arrangement and workplace safety and health. Proper induction trainings assist the new staff with familiarising themselves with colleagues and the workplace.</p> <p>崗前培訓為新員工介紹公司的目標、使命及願景、企業文化、一般規則、僱員手冊及福利以及其他重要業務資訊（如工作安排及工作場所的安全與健康）。適當的崗前培訓可以幫助新員工熟悉同事及工作環境。</p>	<p>Internal training programmes held by relevant departments are organised each month in accordance with the annual training plans to enhance the knowledge and skill sets of our employees. We also encourage regular communication with the management so the staff can obtain guidance and assistance for their personal and professional development.</p> <p>每月相關部門會根據年度培訓計劃組織安排內部培訓項目，以提高僱員的知識及技能。我們亦鼓勵僱員與管理人員定期溝通，從而員工可以取得個人及職業發展方面的指導及幫助。</p>	<p>External training comprises of soft-skills and technical training, including trainings provided by the Hong Kong Printed Circuit Association ("HKPCA") and the Company's PCB Training Centre to facilitate professional development of our staff and obtain updates on the latest industrial trends and technologies.</p> <p>外部培訓分為軟技能類與技術類培訓，其中包括香港綫路板協會（「HKPCA」）和本公司綫路板培訓中心提供的培訓，以促進員工的專業發展，取得有關行業趨勢及技術的最新資訊。</p>

The Company provides solid career planning support not just for existing staff, but also for fresh graduates. A customised training programme is launched and experienced mentors is assigned to provide guidance, support and assistance in connection with the career path of graduates, aiming to enhance their competence and competitiveness.

除在職員工外，本公司更為應屆畢業生提供足夠的職業規劃支持。我們制定了自訂的培訓計劃，並安排經驗豐富的指導老師對畢業生的職業生涯提供指導、支持及協助，旨在全面提升其工作能力及社會競爭力。

In addition to training on occupational skills and career planning, the Company also places emphasis on giving all staff training on human rights and the local labour laws of the places in which we operate. The figures on training and development for the Reporting Period are as follows:

除了職業技能及生涯指導的培訓外，本公司也注重向所有員工提供有關人權及所屬本地勞動法的培訓。於報告期間，培訓及發展相關數據如下：

Training and Development	培訓及發展	2018 二零一八年	2017 二零一七年
Average training hours per employee	每位僱員的平均培訓時數	0.16	0.18 (Note 1)(附註1)
Number of employees participated in training on human right	參加人權培訓的僱員人數	4,592	3,785 (Note 1)(附註1)
Total hours of training on human right	人權培訓的總時數	470	306 (Note 1)(附註1)
Total employees receiving performance and development reviews, by gender	按性別劃分的經績效及發展審核的僱員總數		
Male	男	4,874	5,020 (Note 1) (附註1)
Female	女	3,526	3,680 (Note 1) (附註1)

¹ The training and development data in FY2017 are restated as we improved the data collection methods during the year.

¹ 我們於年內改進了資料收集方法，因此重新編製了二零一七年財政年度的培訓及發展資料。

Performance Review

During FY2018, we enhanced our scope of disclosure to provide a more transparent portfolio of the Company in employee distribution, salary and benefits as well as the training and development. We recorded a variance in the number of employees which were mainly due to the change in production method. We also have a slightly drop on the average employee salary and training hours. We will continue to measure and monitor our progress towards our goals and targets in the coming year to ensure targets and goals are met.

表現回顧

於二零一八年財政年度，我們擴大了披露範圍，以加強本公司在僱員分佈、薪酬及福利以及培訓及發展方面的整體透明度。我們錄得僱員人數變化，此乃主要由於生產方法變化所致。我們的平均僱員薪酬及培訓時間亦略有下降。我們將繼續計量及監測我們於未來一年目標的實現進度以確保達成目標。

SUSTAINABILITY REPORT 可持續發展報告

HEALTH AND SAFETY

Management Approach

As a responsible employer, the Company considers occupational health and safety as one of its foremost responsibilities. In addition to compliance with the Law of the People's Republic of China on Safe Production and the Prevention of Occupational Diseases, we have also maintained regular communication with responsible government authorities, and adopted stringent measures to ensure compliance. Within the Company, we have set up a safety production committee comprising the general manager, all department managers, department heads and dedicated safety managers, to oversee the implementation of all safety measures and other occupational health and safety issues in our operations. The safety production committee meets every month to discuss the safety conditions on plants. The committee is also responsible for investigating accident cases and identifying corrective measures.

For mechanical operations, we have formulated safety protocols for all production workers. The 3 level of safety training programme, comprising pre-job training, production training and class training, is arranged for all new employees. The operational safety protocols are explained during training and employees are requested to operate in strict compliance therewith. Any violations of the operational safety protocols are reflected in individual performance appraisals.

During FY2018, the Company was not aware of any material breaches of applicable laws and regulations pertaining to staff health and safety that had a significant impact on the Company.

Safety Practices and Measures

We have established a comprehensive occupational health and safety management system to prevent and rectify safety hazards at all production stages. Designated safety officers and supervisors are responsible for monitoring the implementation of safety policies and performing regular on-site inspections. In the event of workplace injury, employees are required to report to their supervisor immediately and emergency medical treatment will be provided to the injured worker.

We organise health checks for all staff on an annual basis. Employees are required to attend occupational health checks prior to commencement of their employment or transferring to new positions. Employees susceptible to occupational hazards are removed from the positions concerned once identified. In addition, we perform regular cleaning and disinfection at our workplace to ensure the highest standard of environmental hygiene.

健康與安全

管理方針

作為負責任僱主，本公司將職業健康與安全視為我們最重要的責任之一，除了遵守《中華人民共和國安全生產法》及《中華人民共和國職業病防治法》，我們亦定期與相關政府部門保持溝通，並採取嚴格措施以確保合規。內部方面，我們成立了安全生產委員會，由總經理、各部門經理、部門主管和專職安全管理人員組成，負責監督營運中所有安全措施和其他職業健康與安全事務的實施。安全生產委員會每個月召開會議，討論廠房的安全狀況。該委員會亦負責調查事故案件並確定糾正措施。

我們為所有生產員工制定針對機械操作的安全操作規程，為所有新僱員安排三級安全培訓，包括崗前培訓、生產培訓和課堂培訓，講解安全操作規程內容，並要求員工嚴格遵循安全操作規程，將違反安全操作規程的個案反映於個人績效評核。

於二零一八年財政年度，本公司並未發現任何與僱員健康與安全相關及對本公司有重要影響之適用法律及法規的重大違規事宜。

安全實踐及措施

我們制定了全方位的職業健康安全管理體系，以預防和消除所有生產階段的安全隱患。指定的安全主任及督導員負責監督安全政策的實施並定期進行現場檢查。倘若發生工傷，僱員須立即向其主管報告，並向受傷工人提供緊急醫療。

我們每年組織全體員工體檢，要求員工入職前或轉崗前進行職業健康體檢。易受職業危害影響的僱員一經發現，將調離崗位。此外，我們定期對我們的工作場所進行清潔和消毒，以確保環境衛生達到最高標準。

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To enhance employees' safety awareness, we organise fire prevention training for staff on a regular basis. Such training includes evacuation routes and use of extinguishers and fire hoses. In addition, we carry out industrial safety and fire drills for all new staff to get them fully prepared before they start their duties. The "Safe Production Month" is held annually to further enhance awareness of production safety for employees.

The Company's plants in Guangzhou, Thailand and Kaiping have obtained certification of occupational health and safety (OHSAS 18001), which is the result of our dedication to offering all staff a safe and healthy workplace.

During the Reporting Period, the work-related accidents, occupational diseases, lost days and number of fatalities within the Company are demonstrated as follows:

為增強員工的安全意識，我們定期為員工安排消防培訓。該等培訓包括疏散路線以及滅火器及消防喉管的使用。此外，我們亦為所有新入職員工提供工業安全與消防演練，令彼等在開始工作前做足準備。每年舉辦「安全生產月」，進一步加強僱員的安全生產意識。

本公司的廣州工廠、泰國工廠及開平工廠均已取得職業健康安全管理體系(OHSAS 18001)認證，體現我們盡心盡力為員工提供安全健康的工作環境的成果。

於報告期間，本公司發生的工業意外、職業病、損工日數及死亡件數如下：

Type of work-related injury by gender		按性別劃分的工業意外類型	2018 二零一八年	2017 二零一七年
Total work-related accidents	工業意外總數		64	47
Male	男		53	40
Female	女		11	7
Total occupational diseases	患職業病總數		1	1
Male	男		0	1
Female	女		1	0
Total lost days	損工總日數		2,203	1,315
Male	男		1,720	1,120
Female	女		483	195
Number of fatalities	死亡件數		0	0
Male	男		0	0
Female	女		0	0

Performance Review

During FY2018, we introduced a stricter safety requirements to improve the performance of workplace health and safety. The number of work-related accidents and lost days in FY2018 was greater than that in FY2017 due to the increase of improper uses of heavy machinery. Our safety production committee takes all work-related accidents and injuries seriously and therefore has conducted full investigations into the matters as well as developed corresponding action plans to reduce the safety risk. In response to this, we have provided further safety training and instructions to high risk employees who are responsible for operating heavy equipment. The concerned workers and supervisors have been required to handle these high risk operations with utmost care in order to prevent the recurrence of such issues.

表現回顧

於二零一八年財政年度，我們引入更嚴格的安全要求，以改善工作場所的健康及安全表現。二零一八年財政年度的工業意外件數及損工天數均高於二零一七年財政年度，原因為重型機械使用不當次數增加。我們的安全生產委員會認真對待所有工業意外及傷害，因此對相關事宜開展全方位調查，並制定相應的行動計劃，以降低安全風險。為此，我們為負責操作重型設備的高風險僱員提供進一步的安全培訓及指導，要求有關工人及督導員極其謹慎地處理該等高風險操作，防止該等問題再次發生。

SUSTAINABILITY REPORT 可持續發展報告

THE ENVIRONMENT

Management Approach

All enterprises across the globe are encountering increasingly severe environmental challenges. In this regard, the Company encourages environmental protection and promotes environmental awareness in its daily business operations. The Company strives to be in compliance with international and national environmental standards, and has implemented green production policies to raise efficiency and to minimise both energy consumption and pollution. The Company will review its environmental practices from time to time and will consider implementing further eco-friendly measures and practices throughout its operations to enhance sustainability.

We have established an environmental management system to facilitate our assessment of the environmental impacts resulting from our business activities, and we have been making continuous improvements to our production processes and equipment to avoid depletion of natural resources. The Company has been certified under ISO 14001 and Restriction of Hazardous Substances ("ROHS"). Meanwhile, we have engaged independent institutions to conduct routine inspections on the air emissions, sewage and noise produced from our operations and to propose an environmental contingency plan to handle various environmental incidents. We have also established an environmental contingency team led by the production plant manager to ensure a timely response to emergencies and to minimise any negative impact on the environment.

All departments of the Company are required to abide strictly by its internal environmental standards to ensure compliance with applicable laws and regulations. During FY2018, the Company was not aware of any material non-compliance with applicable environmental laws and regulations that had a significant impact on the Company, including, but not limited to, the Laws on the Prevention and Control of Atmospheric Pollution, Water Pollution Prevention and Control, and Prevention and Control of Soil Pollution of the People's Republic of China.

環境

管理方針

全球各個國家的企業正在面對日益嚴峻的環境挑戰，因此，本公司鼓勵環境保護並在日常業務營運中提高環保意識。本公司致力遵從國際及國家的環保標準，實施環保生產政策，以提高效率並且將能源消耗和污染減至最低。本公司會不時檢討自身的環保工作，並會考慮在營運中實施進一步的環保措施以提升可持續性。

本公司制定了環境管理體系，加強業務活動對環境影響的評估，我們一直在持續改進我們的生產流程及設備，以避免損耗天然資源。本公司亦獲得ISO 14001及歐盟危害性物質限制指令（「ROHS」）認證。與此同時，我們聘請獨立機構對我們業務活動產生的廢氣、污水及噪音進行例行檢查，並提出環境應急計劃，以處理各種環境事故。我們亦組建了由生產工廠經理領導的環境應急小組，以確保及時響應緊急情況並最大限度減少對環境的任何負面影響。

本公司所有部門均須嚴格遵守內部環境標準，確保符合適用法律及法規。本公司於二零一八年財政年度並無發現與環境有關及對本公司有重要影響的適用法律及法規（包括但不限於《中華人民共和國大氣污染防治法》、《中華人民共和國水污染防治法》及《中華人民共和國土壤污染防治法》）的重大違規事宜。

SUSTAINABILITY REPORT 可持續發展報告

Discharges and Emissions

The Company is committed to reducing the volume of waste discharges and air emissions in all operating areas, such as production plants, offices and staff quarters by formulating regulations and operating procedures. In addition, we also place a strong emphasis on preventive measures, as we conduct evaluations of the source of discharges and emissions on a regular basis, devise schemes to reduce discharges and emissions at source, deploy energy efficient technologies and equipment, and seek further opportunities for recycling discharged matter and turning them into usable resources. We also make proactive efforts to optimise facilities and procedures for processing discharge and emission to ensure their effectiveness. We also utilise various devices to measure the contaminants in the air and water throughout the production process, with regular monitoring performed to control the discharges and emissions.

Moreover, we are well aware that employees play an important role in controlling our discharge and emissions. Hence, we have committed a considerable amount of resources to educate employees to communicate the principles of environmental protection. Regular trainings are held to ensure that all employees are equipped with the latest information on environmental policies and requirements. We have also established a dedicated environmental protection taskforce that is responsible for formulating and implementing our environmental strategies, defining the environmental objectives, coordinating their environmental initiatives, supervising the implementation, performing environmental audits and developing improvement plans.

The Company implements an ISO 14001 certified environmental management system to control waste water, air emissions and wastes generated during the production process at source. Improvement measures are carried out on an ongoing basis to reduce discharges and environmental hazards.

排放物

我們通過制定各項制度及操作規程，從生產工廠、辦公室及員工宿舍等各營運環節著手，致力於削減廢物及廢氣排放量。此外，我們重視污染預防工作，定期評估排放源頭，研究源頭減排方案，運用節能技術設備，同時開拓更多將排放物回收再利用與資源化的機會。我們亦主動優化治污設施及程序，確保其有效性。我們亦利用各種設備測量整個生產過程的空氣及水污染物，並定期進行監測以控制廢氣、廢水排放。

另外，我們深明僱員在控制廢氣、廢水排放中扮演著重要角色，因此，我們投入大量資源開展僱員教育，以傳達環保原則。我們定期舉辦培訓，確保所有僱員均了解有關環境政策及規定的最新資訊。我們更成立環保專責小組，制定並落實本公司的環保策略，設立環保目標，協調環保工作，監督實施情況，開展環境審查，以及制定整改計劃。

本公司內部實施ISO 14001環境管理體系，從源頭對生產過程中排放的污水、廢氣及廢棄物進行管控，持續實施改進措施，不斷減少排放量，以減少對環境的危害。

SUSTAINABILITY REPORT

可持續發展報告

Air Emissions

Key discharge and emission data of Elec & Eltek for FY2018 is set out as follows:

Major air emissions and waste water discharge	主要大氣排放物及污水	2018 (tonnes) 二零一八年(噸)	2017 (tonnes) 二零一七年(噸)
Nitrogen oxides	氮氧化物	15.5	26.1
Particulate matter	顆粒物	5.2	13.7
Sulphur dioxide	二氧化硫	2.1	4.2
Sulphuric acid mist	硫酸霧	14.1	20.5
Ammonia	氨	1.0	1.1
Processed waste water	已處理的污水	5,837,668.5	6,447,758.6

The Company has built gas purification facilities, such as the alkaline degassing chamber and acidic degassing chamber, for the processing of atmospheric discharge from plants. In addition, the Company has formulated the corresponding Instructions for Air Emissions Control to ensure that industrial air emissions generated in the production process are only discharged after processing through the relevant degassing chamber. During the Reporting Period, the Company implemented a number of programmes to reduce air emission such as setting up more operation requirements for ventilation and dust removal, and providing technical trainings to relevant employees. The Company will continue to closely monitor its air emissions and water discharges, and will consider the possibility of developing quantitative targets for emission reduction.

大氣排放物

依利安達於二零一八年財政年度的主要排放數據如下：

本公司針對工廠的大氣排放物建立包括鹼性化氣塔、酸性化氣塔在內的各類氣體淨化處理設備。此外，本公司已制定了相應的《廢氣控制工作指示》，以確保生產過程中產生的所有工業廢氣均通過相關化氣塔處理後方可排放。於報告期間，本公司實施了多項減少廢氣排放的計劃，如增加通風及除塵操作規定，並為相關員工提供技術培訓。本公司將繼續密切監督廢氣及廢水排放，並將考慮制定量化減排目標的可能性。

SUSTAINABILITY REPORT

可持續發展報告

Waste Water Management

We operate in accordance with national standards on the discharge of waste water. The Company has set up a dedicated team to supervise the implementation of the waste water related policies and measures. In addition, the staff in charge would be held accountable for the management of sewage treatment facilities which effectively helps avoid excessive drainage caused by facility failure. Meanwhile, the Company has assigned qualified personnel to inspect the pipelines and other related facilities within the plant every two hours to prevent leakage and other accidents.

Our upgraded waste water collection system conducts waste water conveyance through a lift pump and facilitates waste water collection and processing through the separation of rainwater and wastewater. We have also improved our waste water treatment technology to enhance various processes for different types of waste water. In particular, we have improved the biochemical process to enhance the overall effectiveness and stability of our waste water treatment system. Due to the upgrade, the Company's annual discharge of chemical oxygen demand ("COD") and ammonia nitrogen has been reduced.

In FY2018, we further adopted the process of combining hydrolytic acidification and contact oxidation to activate hydrolytic acidification of waste water, convert macromolecular organic substances into smaller molecules, and thus creating conditions for contact oxidation in order to remove the contaminants from the waste water. Such efficient process is operated at lower cost but is able to achieve a higher rate of biodegradation. The treated water will then be discharged to the local sewage facilities. In future, we aim to continuously invest in the advancement of waste water treatment system and technology.

污水管理

我們依照有關污水排放的國家標準運作。本公司已成立專責小組，監督廢水相關政策及措施的實施情況。此外，負責人員將負責管理污水處理設施，有效幫助避免設施故障造成的過度排放。同時本公司安排專人每兩小時巡查廠房內管線及其他相關設施，防止滲漏等意外發生。

我們的污水收集系統採用水泵提升的裝置進行污水輸送，並實施雨污分流，以分別收集及處理污水。我們亦優化了污水處理技術，針對不同類別的污水採用相應的處理工藝，並特別改善了生化工藝，從而增強了整套污水處理系統的效果及穩定性。通過此次改造，本公司每年已減少排放化學需氧量及氨氮。

於二零一八年財政年度，我們進一步採用水解酸化及接觸氧化工藝，令廢水產生水解酸化反應，將廢水中的高分子有機物質轉化為較小的分子，為接觸氧化創造條件，從而去除廢水中的污染物。該等有效工藝操作成本較低，但能夠提高生物降解速率。處理後的水將排入當地的污水處理設施。日後，我們的目標為不斷投資於廢水處理系統及技術升級。

SUSTAINABILITY REPORT 可持續發展報告

Waste Management

The volume of waste generated by Elec & Eltek in FY2018 is set out as follows:

廢棄物管理

依利安達二零一八年財政年度的廢棄物產生量：

Type of waste	廢棄物種類	2018 (tonnes) ^(Note 1) 二零一八年(噸) ^(附註1)	2017 (tonnes) 二零一七年(噸)
Major hazardous waste			
Waste containing primarily organic compound (e.g. ether, phenol, resin, organic solvents, etc.)	主要含有機成分的廢棄物 (如醚、酚、樹脂、有機溶劑等等)	1,576.9	1,185.4
Metallic waste (e.g. beryllium, chromium, copper, mercury, etc.)	含金屬廢棄物(如鈹、鉻、銅、汞等等)	26,146.1	26,646.1
Waste that might contain inorganic or organic compound (e.g. oil/water or hydrocarbon/water mixtures or emulsion, dye, coating, cyanide, etc.)	可能含無機或有機成分的廢棄物 (如油/水、煙/水混合物或乳化液、染料、塗料、氰化物等等)	188.12	226.9
Acidic waste	廢酸	2,482.4	830.8
Alkaline waste	廢鹼	2,678.7	1,427.6
Tin-containing wastewater	廢退錫水	1,433.2	NA ^(Note 2) 不適用 ^(附註2)
Major non-hazardous waste			
Domestic waste	生活垃圾	677.5	607.0
Paper	紙	284.0	290.3
Card board	卡板	662.6	521.4
Subplate	墊板	2,153.4	2,119.7
Kraft paper	牛皮紙	2,168.2	1,488.7
PE film	PE膜	39.5	NA ^(Note 2) 不適用 ^(附註2)
Aluminium sheet	鋁片	554.4	549.9

¹ The increase of wastes was resulting from the growth of production volume.

² We did not generate this type of waste in FY2017 and hence no data is available.

¹ 廢棄物的增加乃由產量增加所致。

² 我們於二零一七年財政年度並無產生該類廢棄物，因此沒有可用資料。

SUSTAINABILITY REPORT 可持續發展報告

To facilitate effective reduction of hazardous wastes, we have implemented a range of measures. During the Reporting Period, the Company actively encouraged its production plants to reduce the generation of wastes through the adoption of various measures:

- reduce the use of banned substances, including mercury, according to the EU Restriction of Hazardous Substances (RoHS);
- reduce the total amount of photosensitive material waste by spin-drying the film residue;
- remove the shaft by draining and cutting the waste filter element to reduce the weight of the element;
- recycle the copper-containing etching waste liquid for electrolytic utilisation to reduce the amount of the liquid discharge; and
- remove copper from spent alkaline etching and reuse the processed alkaline etching to reduce environmental pollution.

Moreover, we have also devoted significant effort to the storage and management of hazardous wastes against spilling or leakage. Our strategies for hazardous waste management are as follows:

- transfer all the hazardous waste to a professional organisation recognised by local environmental protection departments for safe disposal;
- set up a hazardous waste collection storehouse;
- pack hazardous wastes in woven bags with clear labelling;
- designate people to manage hazardous wastes at the dedicated storehouse; and
- hire a qualified third-party solid waste disposal company to handle hazardous wastes regularly.

We are equally committed to the proper handling of non-hazardous wastes. Waste recycling areas are set up in all premises of operation. Different types of wastes are marked with labels for identification, and are separately collected and stored. At the production plants, we are also engaged in proactive recycling of non-hazardous waste. In addition to our current recycling programmes, we also aim to implement more waste reduction measures as well as to work closely with third party waste collectors. In daily operations, we encourage employees to use our online system at work to communicate with each other so as to effectively reduce paper waste.

為有效減低有害廢棄物，我們實施了一系列措施。於報告期間，本公司積極鼓勵其生產工廠利用不同措施減低廢棄物的生產量：

- 減少使用歐盟危害性物質限制指令 (RoHS)中包括汞在內的禁用物質；
- 利用菲林渣用幹處理，減少感光材料廢棄物的總量；
- 使用廢濾芯淋幹切割處理去除軸，減少廢濾芯的自身重量；
- 對含銅蝕刻廢液進行銅回收電解利用，減少廢棄物含銅廢液的排放量；及
- 去除已用鹼性蝕刻液中的銅並回用經處理的鹼性蝕刻液，以減少環境污染。

其次，我們亦投入大量精力於存儲及管理危險廢棄物，防止溢出或洩漏。我們的危險廢棄物管理策略如下：

- 將所有危險廢棄物交予當地環保部門認可的專業單位進行無害處置；
- 建立危險廢物收集庫；
- 危廢採用編織袋包裝並張貼清晰標籤；
- 對有害廢棄物設專庫專人管理；及
- 委托有資質的第三方固廢處置公司定期處理危廢等。

我們同樣重視對無害廢棄物的處置。我們於各營運場所內均已設置廢棄物回收區，按照廢棄物種類進行分類標識收集貯存。至於生產廠房方面，我們亦主動回收無害廢棄物。除了我們現有的回收方案外，我們亦將著重實施更多的廢棄物減量措施，並與第三方廢棄物回收商密切合作。日常營運中，我們鼓勵員工辦公時利用線上系統，實現內部資訊傳遞溝通，以達到有效減少紙質通訊所產生廢紙之目的。

SUSTAINABILITY REPORT 可持續發展報告

Carbon Emissions

During the Reporting Period, the carbon emissions of the Company's operations originated primarily from its energy consumption. The operation of our plants, supported mainly by municipal electricity, generated an approximate total of 269,746.5 tonnes of CO₂e with a total intensity of approximately 0.0016 tonnes per sq. ft. of finished products in FY2018 (FY2017: 0.003 tonnes per sq. ft. of finished products). For details of our measures for energy conservation and emission reduction, please refer to the section headed "Resources Consumption".

碳排放

於報告期間，本公司營運活動的碳排放主要來自於能源使用。我們以市電作為主要能源以維持工廠的運作，於二零一八年財政年度總共產生了約269,746.5噸二氧化碳當量(CO₂e)，總密度為每平方呎成品生產量約有0.0016噸(二零一七年財政年度：每平方呎成品0.003噸)。有關節能減排措施的詳情，請參閱「資源使用」一節。

Carbon Emission (Note 1)	碳排放 (附註1)	2018 二零一八年	2017 二零一七年
Direct (Scope 1) emission (CO ₂ e in tonnes)	直接(範疇一)排放(噸二氧化碳當量)	20,267.8	25,810.6
Indirect (Scope 2) emission (CO ₂ e in tonnes)	間接(範疇二)排放(噸二氧化碳當量)	241,909.9	236,846.0
Indirect (Scope 3) emission (CO ₂ e in tonnes)	間接(範疇三)排放(噸二氧化碳當量)	7,568.8	NA (Note 2) 不適用(附註2)
Total carbon emission (CO ₂ e in tonnes)	碳排放總量(噸二氧化碳當量)	269,746.5	262,401.7

¹ Carbon emission is calculated with reference to the "Greenhouse gas reporting – Conversion factors 2018" published by the Department for Business, Energy & Industrial Strategy of the United Kingdom Government, "Baseline Emission Factors for Regional Power Grids in China 2017 (Draft for Comment)" published by the National Development and Reform Commission of China, the HKEX Reporting Guidance on Environmental KPIs, and "A Study of CO₂ Emission Sources and Sinks in Thailand" published by Geophysics Research Centre and Centre for the study of Earth System Environment and Adaptation for Sustainability.

² We started to report Scope 3 emissions from FY2018, and therefore the FY2017 data is not available.

¹ 碳排放之計算參照 Department for Business, Energy & Industrial Strategy of the United Kingdom Government 之《Greenhouse gas reporting – Conversion factors 2018》、中國國家發展和改革委員會公佈之《2017中國區域電網基準線排放因數(徵求意見稿)》及香港交易所《環境關鍵績效指標匯報指引》、Geophysics Research Center及 Center for the study of Earth System Environment and Adaptation for Sustainability之《A Study of CO₂ Emission Sources and Sinks in Thailand》。

² 我們自二零一八年財政年度起開始報告範疇三排放，因此無法獲得二零一七年財政年度的資料。

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可持續發展報告

Resources Consumption

The Company continues to improve production processes and deployed advanced equipment to reduce energy and resource consumption, Enterprise resource planning (“ERP”) systems have been implemented at all plants and offices to facilitate centralised administration and allocation of resources, and enable the monitoring of manufacturing processes as well as materials and production equipment. Moreover, to avoid unnecessary consumption of resources, the Company has formulated policies to control the use of resources such as water and electricity, in production and operation. We have established an environmental protection taskforce to oversee all these policies and measures.

As for consumption of raw materials, the materials consumed by the Company can mainly be grouped into direct materials and indirect materials, among which renewable and non-renewable raw materials account for approximately percentages shown below:

Type of resources	資源種類	2018 二零一八年	2017 二零一七年
Renewable raw materials	可再生原材料	2%	2%
Non-renewable raw materials	不可再生原材料	98%	98%

The Company will continue its research on the possibility of increasing the use of renewable raw materials with a view to contributing to the consumption of sustainable resources.

Our energy and water consumption and intensity for FY2018 is set out as follows:

Type of resources (Note 1)	資源種類 (附註1)	2018 (Note 2) 二零一八年 (附註2)	2017 二零一七年
Urban electricity (kWh)	市電(千瓦時)	418,912,133.8	368,177,952.9
Coal (tonne)	煤(噸)	5,721.6	10,589.0
Natural gas (cubic metres)	天然氣(立方米)	2,811,674.0	NA (Note 3) 不適用(附註3)
Water (cubic metres)	水(立方米)	7,194,724.0	8,173,548.0

資源使用

本公司不斷改進生產流程，部署先進設備，以減少能源及資源消耗，並於所有工廠和辦公室等實施企業資源規劃(「ERP」)系統，對所有資源進行統一管理和調配，及實現對製作流程以及材料及生產設備的監測。另外，為避免不必要的資源消耗，本公司制定了在生產及營運過程中控制水及電等資源使用的政策。我們建立了一支環保工作小組來監督所有該等政策及措施。

原材料使用方面，本公司使用的物料大致分為直接物料以及間接物料，當中，可再生及不可再生原材料的概約佔比如下：

本公司會繼續研究增加可再生原材料使用量百分比的可能性，為可持續資源使用出一份力。

我們於二零一八年財政年度的能源及水的使用量及密度如下：

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Type of resources (intensity)	資源種類(密度)	2018 (Note 2) 二零一八年(附註2)	2017 二零一七年
Urban electricity (kWh/square feet of finished products)	市電(千瓦時/每平方呎之成品)	2.5	3.8
Natural gas (cubic metres/square feet of finished products)	天然氣(立方米/每平方呎之成品)	0.02	NA (Note 3) 不適用(附註3)
Water (cubic metres/square feet of finished products)	水(立方米/每平方呎之成品)	0.04	0.08

1 The consumption figures are collected from the bills and internal purchase records. We currently have no measurement of the usage of renewable or recycled resources. We will continue to enhance the ESG data collection system and present this data in the future.

2 The increase of energy and resources consumption resulted from the growth of production volumes.

3 We did not consume this type of resources in FY2017 and hence no data is available

1. 相關使用數據來自賬單和內部採購記錄。我們現時並無測量可再生或回收資源的使用情況，但我們將繼續加強ESG資料收集系統，並於日後提供相關資料。

2. 能源及資源用量的增加乃由產量增加所致。

3. 我們於二零一七年財政年度並無使用該類資源，因此沒有可用資料。

The consumption of packaging materials of Elec & Eltek for FY2018 is set out as follows:

依利安達二零一八年財政年度的包裝材料使用量：

Type of packaging materials (tonnes)	包裝材料種類(噸)	2018 (Note 1) 二零一八年(附註1)	2017 (Note 2) 二零一七年(附註2)
Carton	紙箱	758.3	512.4
Plastic wrap	保鮮膜包裝	88.0	72.2
Card board	卡板	911.6	834.5
Drench membrane paper	淋膜紙	245.0	128.4

1 The increase of packaging material consumption was resulting from the growth of production volumes.

2 The packaging material data in FY2017 is restated as we improved the data collection methods during the Reporting Period.

1. 包裝材料用量的增加乃由產量增加所致。

2. 我們於報告期間改進了資料收集方法，因此重新編製了二零一七年財政年度的包裝材料資料。

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Energy Consumption

The following are some of the energy conservation measures implemented by the Company:

- encourage the operation departments to reduce energy consumption and provide reward for environmental innovations;
- establish energy-saving plans and targets, and carry out monthly performance evaluation to the water and electricity consumption;
- place green slogans and signs within plant areas to raise energy conversation awareness of employees;
- conduct special training for the supervisors of production plans regarding the conservation of energy and other resources in order to facilitate execution in a top-down approach;
- replace the high-voltage sodium lamps for energy-saving or LED lighting;
- introduce solar panels for the street lamps in living areas to reduce carbon emissions.

Water Consumption

Our plants are all located in areas with sufficient water supply. We also take into account the impacts arising from the use of water in our environmental assessment. To reduce water consumption, the Company emphasises recycling and conservation of water resources. Due to the varying natures of our businesses and production processes, we encourage our plants to establish individual water conservation and recycling schemes according to their own needs and local situations. The Company measures and analyses daily water consumption data to form tracking records. Therefore we are able to establish a more comprehensive water conservation plan.

Furthermore, we also reuse treated waste water for flushing in certain operation, if feasible. During FY2018, the Company launched a water recycling project for PCB washing machines. Depending on production needs, we will consider the possibility of continuous investment in water recycling projects such as using recycled water for cooling towers in future to achieve responsible use of water resources.

能源消耗

以下為本公司實施的部分節能舉措：

- 鼓勵營運部門減少能源消耗，為環境創新提供獎勵；
- 制定節能計劃和目標，對水電用量進行月度評估；
- 在工廠區域內設置綠色標語和標誌，以提高僱員的節能意識；
- 對生產計劃監管者進行關於保護能源和其他資源的專門培訓，以推動實施自上而下的方法；
- 將高壓鈉燈更換為節能燈或LED燈；
- 為生活區路燈使用太陽能電板，以降低碳排放。

用水

我們的工廠均位於供水充足的地區。我們亦在環境評估中考慮用水帶來的影響。為減少耗水量，本公司重視水資源的節約與回用。由於我們的業務和生產工藝性質不同，我們鼓勵工廠根據自身需要和當地情況制定單獨的節水和回收計劃。本公司對日常耗水量資料進行測量及分析，以形成往績記錄，從而制定更加全面的節水計劃。

此外，我們亦將於可行時在若干作業中將處理後的廢水重新用於沖洗。二零一八年財政年度期間，本公司開展洗板機用水回收之項目。根據生產需要，我們未來考慮陸續投資例如為冷卻塔使用循環水等循環用水項目，以期望更負責任地使用水資源。

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In addition to assuring energy efficiency, the Company also seeks to maintain stability and quality of water supply by sourcing from the government water supply system. During the Reporting Period, the Company did not experience any problems in securing appropriate water sources.

Packaging Materials

Our production departments have developed internal management guidelines for packing materials such as recycling and reduction plans to avoid over consumption. For instance, we sort the foam plastics by category and reuse it when needed. The consumption of cartons, plastic wrap and paper are based on actual demand, and the usage is solely intended to protect and prevent damage to our finished goods during the delivery process. We believed that the reasonable use of packaging materials provides mutual benefits to saving the environment as well as reducing our cost of production.

Noise Management

The Company has proactively responded to noises generated from our production facilities. A dedicated task force has been assigned to conduct regular noise tests and controls, while soundproof enclosures have been installed for equipment and facilities with significant noises. Meanwhile, sound-proof covers have been added on outdoor wind turbines and power generators, together with the relevant shock absorbing measures to reduce noise pollution.

Surrounding Environment

Our plants are mostly located in industrial parks with relatively low biodiversity impact on the surrounding environment. To enhance the quality of our surrounding environment, green lawns have been planted around of our production facilities, in an attempt to purify, moderate and improve the air quality. Separation and anti-seep measures have also been adopted for the ground-level drainage and the underground water tanks to prevent soil pollution. Through the implementation of such measures, we hope to minimise the adverse environmental impacts on natural habitats.

Performance Review

During FY2018, we adopted more environmental friendly production scheme and measures to reduce the environmental impacts from our production and operation activities. In general, we enhanced our scope of disclosure to provide more quantitative indicators in waste, carbon emissions and resources consumption. We are encouraged by the decline of our air and carbon emissions and, at the same time, we will continue to control the increased consumption on resources and generation of waste resulting from the growth of our businesses. We will continue to identify our performance gaps and work steadily towards our future targets.

除能源效益之外，本公司為保持穩定的水源及水質，一切用水均來自政府供水系統。於報告期間，本公司沒有發現求取適用水源的問題。

包裝材料

我們的生產部門制定了包裝材料內部管理指南（如回收和減少計劃），以避免過度使用。例如，我們按類別對泡沫塑料進行分類，並在需要時重複使用。紙箱、保鮮膜包裝和紙張均按需用，僅用於保護和防止在發貨過程中對成品造成損壞。我們認為合理使用包裝材料可以同時帶來保護環境及降低生產成本這兩大好處。

噪音管理

本公司積極應對生產設施產生的噪音。我們委派專責小組定期檢測噪音並進行監控，對產生噪音較大的設備和設施加裝隔音罩，而室外運轉的風機和電機均加設隔音罩蓋及採取相關減震措施，以減少噪音污染。

周邊環境

我們的工廠大多位於工業園區，對周圍環境的生物多樣性影響相對較小。為提高周圍環境的品質，我們在生產設施周邊種植了草皮綠化帶，以淨化、調節及轉化空氣。我們亦對地面排水溝與地下貯水池等全部做好隔離及防滲工作，以防止土壤污染。我們希望透過該等措施對自然棲息地的負面環境影響減至最低。

表現回顧

於二零一八年財政年度，我們採用更加環保的生產計劃及措施，以減少生產經營活動對環境的影響。總的來說，我們擴大了披露範圍，以提供更多有關廢棄物及碳排放以及資源消耗的量化指標。廢氣及碳排放量的下降令我們歡欣鼓舞，同時，我們將繼續控制因業務增長而增加的資源消耗量及廢棄物產生量。我們將繼續留意目前與目標之間的差距，並穩步實現未來目標。

SUSTAINABILITY REPORT 可持續發展報告

SUPPLY CHAIN POLICY

Management Approach

As a responsible manufacturer, the Company has always been committed to establishing a positive and long-term relationship with suppliers and business partners. The products and services provided by suppliers have a direct impact on the products sold and services rendered by the Company. Therefore we have developed and implemented supply chain management systems, including Supplier Management Procedures, Procurement Evaluation Procedures, and Risk and Opportunity Identification and Control Procedure, and have required all the management and employees to follow.

All suppliers of production materials must pass our Company's evaluation before contracting with us. A vetting process is also conducted in respect of the business licenses, accreditations and qualifications of suppliers, including various international quality management system ("ISO") accreditations (such as ISO 9001, ISO 14001, etc.), OHSAS 18001 (occupational health and safety assessment series accreditation), safety testing and certification of the United States – the UL Certification ("UL") and test reports under the Restriction of Hazardous Substances ("ROHS"), to ensure suppliers' compliance with the Company's requirements and internationally recognised standards.

Supplier Management

The numbers of the suppliers engaged in FY2018 are as follows:

Supplier Distribution	供應商分佈	2018 二零一八年	2017 二零一七年
Total suppliers	供應商總數	1,123	1,083
Total number of local suppliers	本地供應商總數	669	NA (Note 1) 不適用 (附註1)
Total spending on procurement	採購總支出	RMB2.1 thousand million 人民幣21億元	RMB1.8 thousand million 人民幣18億元
Total spending on procurement from local suppliers	來自本地供應商的採購總支出	RMB1.8 thousand million 人民幣18億元	RMB1.7 thousand million 人民幣17億元
Total number of new suppliers passed environmental and social assessment	通過環境及社會評估的新供應商總數	103	131
Total number of new suppliers passed environmental and social assessment were engaged	通過環境和社會評估的新僱用供應商總數	103	92

¹ We enhanced the scope of disclosure in FY2018, and certain data were only collect and report from the Reporting Period, Therefore historical figures are not available.

供應鏈政策

管理方針

作為一家負責任生產商，本公司一向致力於與供應商和業務合作夥伴建立積極和長期的關係。而供應商提供的產品和服務，對本公司出售的產品及給予的服務有直接影響，因此我們制定並落實了一系列供應鏈管理制度，包括《供應商管理程序》、《採購評估程序》及《風險與機會的識別和控制程序》等，並已要求所有管理人員及僱員切實執行。

所有提供生產物料的供應商在與本公司簽約前，必須通過我方公平嚴格的供應商評估。我們亦會對供應商的營業執照、認證資格證書進行審查，其中包括各項國際質量管理系統（「ISO」）認證（如ISO 9001及ISO 14001認證）、職業安全衛生管理系統（OHSAS 18001）認證、美國安全試驗（「UL」）認證及歐盟危害性物質限制指令（「ROHS」）測試報告等等，以確保供應商符合本公司要求以及國際認可標準。

供應鏈管理

二零一八年財政年度聘用的供應商數目如下：

¹ 我們於二零一八年財政年度擴大了披露範疇，若干資料自報告期間起才開始搜集及報告，因此無法獲得歷史數據。

SUSTAINABILITY REPORT

可持續發展報告

To support the development of local economy, almost all of the materials for the plants in Guangzhou and Kaiping are procured from local suppliers, while approximately 81% of the materials for the plants in Thailand are procured from local suppliers. During the Reporting Period, the Company spent approximately RMB151 million in total each month on local suppliers.

We have set up a supplier approval committee dedicated to the supervision of the supply chain. Primary members of the supplier approval committee include engineers of the manufacturing and engineering department, engineers responsible for quality control on incoming materials, as well as quality engineers and procurement officers. The committee is directly responsible for approval, monitoring, communication and regular evaluation on suppliers of materials. It also conducts audits of suppliers where necessary.

Moreover, we conduct on-site assessments at the suppliers' production facilities and sample tests on their products to ensure compliance of their products with our quality requirements. Only suppliers who have complied with the Company's requirements will be included in the Company's list of qualified suppliers. The Company also monitors the quality of products provided by its suppliers on a continuous basis. To avoid compromising the quality and safety of the Company's products, suppliers who fail to meet our standards will be suspended from doing business with us. Annual reviews of the suppliers are conducted through an on-site examination of their quality management, environmental systems, production environment and social responsibility, in order to ensure their products are in alignment with our principle of sustainable development.

In addition to the existing suppliers, the Company also sources for new suppliers in order to reduce risk of over reliance on major suppliers. During FY2018, all of the new suppliers selected by the Company for cooperation passes the environmental and social assessment.

Performance Review

In FY2018, we continue to promote CSR in our supply chain and generate value to where we procure. We enhanced our scope of disclosure to provide more details of our procurement strategies. We maintained a high local procurement rate and we worked with suppliers who shared the same CSR value with us. We will continue to encourage sustainability into our supplier chain and strive to achieve our upcoming targets.

為支持本地經濟發展，廣州和開平廠房的物料採購基本全是選用本地供應商，而泰國廠房約81%物料採購自本地供應商，報告期間本公司於本地供應商花費每月共約人民幣1.51億元。

我們成立了供應商認可委員會專門監管供應鏈。供應商認可委員會基本成員包括製作及工程部工程師、來料質量控制工程師、品質工程師及採購主任等。該供應商認可委員會將直接負責物料供應商的認可、監控、溝通與定期評估，必要時會對供應商進行審核。

此外，我們亦會派員到供應商的生產場所作現場評估，並對供應商產品進行樣品測試，確保產品質素符合要求。只有符合本公司的各項規定之供應商方可錄入本公司的合資格供應商名單內。本公司亦會持續對供應商的產品質素進行監管。若供應商未能達標，我們將會暫停與該供應商合作，以避免本公司產品的質素及安全性受到負面影響。我們會每年對供應商進行年度評審，就供應商質量管理、環境系統、生產環境及社會責任等方面進行現場審查，以確保供應商的產品符合可持續發展原則。

除現有供應商外，本公司亦向新供應商採購產品，以降低過度依賴主要供應商的風險。於二零一八年財政年度，獲本公司選用的所有新供應商均通過環境及社會評估。

表現回顧

於二零一八年財政年度，我們繼續在供應鏈中推行CSR，並為我們的採購所在地創造價值。我們擴大了披露範圍，以提供更多有關採購策略的詳情。我們保持了較高的本地採購率，並與和我們擁有相同CSR價值觀的供應商合作。我們將繼續把可持續發展納入供應鏈，力爭實現日後的目標。

SUSTAINABILITY REPORT 可持續發展報告

PRODUCT RESPONSIBILITY

Management Approach

We have adopted a customer-centric principle with a primary focus on customer experience of products and after-sales services. Therefore, we have established and implemented comprehensive procedures to manage customer communications, returned goods and customer complaints, and assigned dedicated staff to provide after-sales services, so as to assure a timely response to the needs of our customers.

Customer service personnel is required to retain all records of communications with customers for us to understand the demands and expectations of our customers, so that timely actions can be taken to assure a positive customer experience. A customer complaint handling mechanism is also in place to receive, analyse and study complaints, and make recommendations on remedies with an aim to improve service quality. During the Reporting Period, there was no record of, or demand for product reclaim, and the Company undertakes to maintain our product quality at a sound and professional level to satisfy customers' needs.

During FY2018, the Company was not aware of any material breach of applicable laws and regulations pertaining to product responsibilities that had a significant impact on the Company, including but not limited to the Product Quality Law, Law of Protection of Consumer Rights and Interests, and Advertising Law of the People's Republic of China.

Product Safety and Quality

The Company has obtained ISO 9001:2008 and IATF 16949 quality system accreditations. The Company has formulated various quality standards and relevant guidelines covering the entire business process from inspection of raw materials to packaging and delivery. To prevent sub-standard products and ensure consistency of product specifications with customers' requirements, we conduct quality checks of all finished items prior to delivery. Through ongoing improvements and comprehensive quality management, we hope to attain the Company's objective of "doing it right at the first take". A third party professional organisation is engaged annually to perform hazardous substance examination on our products in compliance with the EU Restriction of Hazard Substance (RoHS) and Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) to ensure the safety of our products.

We also arrange regular training and assessment for quality inspection and production departments, in order to ensure that their knowledge and skills are in line with the increasing quality requirements, and thereby maintaining our business performance and product quality.

產品責任

管理方針

我們的宗旨是以顧客為先，顧客的產品體驗及售後服務為我們的主要關注焦點之一。故此，我們編製及落實完善的顧客溝通管理、退貨處理及顧客投訴處理程序，並有專門人員負責客戶的售後服務，以保證及時回應客戶的需要。

我們亦要求客戶服務人員保留每次與顧客溝通的相關記錄，以了解我們顧客的需求與期望，適時跟進，保證顧客有良好的體驗。本集團亦設立客戶投訴處理機制，以接收、分析及研究有關投訴，並就改進措施提出建議藉以提升服務質量。於報告期間，本公司並沒有任何產品回收記錄或要求，並承諾會繼續維持良好專業的產品質素，滿足客戶要求。

於二零一八年財政年度，本公司並未發現任何與產品責任相關及對本公司有重要影響的適用法律及法規(包括但不限於《中華人民共和國產品質量法》、《中華人民共和國消費者權益保護法》及《中華人民共和國廣告法》)的重大違規事宜。

產品安全及質量

本公司已通過質量體系認證ISO 9001:2008及IATF 16949。現時本公司已制定各種質量標準，從來料檢查到包裝出貨均有專門的質量標準指導。為防止出現不合格品，以及確保產品規格與客戶要求一致，在所有成品出貨前，我們均會對產品質素進行檢查。我們希望通過持續改善及全面的品質管理，貫徹本公司「第一次就做好」的質量目標。我們每年委托第三方專業機構根據歐盟危害性物質限制指令(RoHS)及化學品的註冊、評估、授權與限制(REACH)對我們的產品進行有害物質審查，以確保我們產品的安全性。

我們亦會安排質檢及生產部門的員工進行定期培訓及評估，以確保員工的知識和技能可符合不斷增加的質量要求，維持業務表現及產品質素。

SUSTAINABILITY REPORT

可持續發展報告

Customer Satisfaction

Our sales team maintains regular contact with customers to make sure that they are satisfied with our products. We have set up a customer service hotline and dedicated e-mail account for a timely response to customer complaints. We regularly analyse feedback from customers in cooperation with different departments, and in the near future we aim to establish a unified and real-time customer opinion collection system, in order to further reduce the response time to any issues upon their occurrence.

Data Protection and Privacy

Elec & Eltek lays places emphasis on customer information privacy and intellectual property protection. We require our staff to comply with the Company's policies on information protection, and handle and store customer-related information with prudence and care. We have also implemented various controls to protect customer information in our computer systems. Such internal control measures are reviewed on a regular basis to ensure their effectiveness. All of our data and information are processed through an ERP system. The access and modification rights are strictly granted on a need-to-know basis with respect to the job responsibilities of the particular personnel. We have further established a data recovery procedure to perform regular data backup. We have also signed confidentiality and non-competition agreements with employees. During FY2018, the Company was not aware of any material breach of applicable laws and regulations pertaining to data protection and privacy that had a significant impact on the Company and we have no substantiated complaints received concerning breaches of customer privacy.

Intellectual Property Rights

We own various trademarks, patents and third-party licenses. Our trademarks are registered in Hong Kong and Singapore. We provide a full spectrum of integrated, value-added products and services to some of the world's major OEM manufacturers, who market products under their own brand names, and leading CMS providers, who provide proprietary products for OEMs.

Furthermore, we own a number of patents in our operations in China. They relate primarily to designs for devices used in the production of PCBs and process technologies. Our employees are required to sign a non-disclosure agreement which prohibits the disclosure of any of our proprietary technologies. During the Reporting Period, we were not aware of any proprietary technology leakages by our employees.

Performance Review

With a strong development focus towards our customers, we are committed to improve the safety and quality of our products, to safeguard the personal data and intellectual property rights as well as to better meet our customers' needs. We have established a sound and effective product quality management and customer engagement programmes to drive product excellence. We will consider to introduce more qualitative performance indicators in the future for a more comprehensive monitoring and evaluation of our product responsibilities.

客戶滿意度

我們的銷售團隊定期與客戶聯絡，確保他們對我們的產品滿意度。我們設立了客戶服務熱線和電子郵件專用帳戶，及時回應客戶投訴。我們定期與不同部門共同分析客戶的反饋意見，在不久的將來，我們希望建立一個統一及實時的客戶意見收集系統，以使我們能夠在問題發生時進一步加快解決問題的反應速度。

資料保護和私隱

依利安達關注客戶資料私隱及智慧財產權保護。我們要求員工遵守本公司內有關資料保護之政策，謹慎處理及存放與客戶有關的資料，同時設立各種控制以保護系統內有關客戶的數據，並定期對有關內部監控措施進行覆核，確保其有效性。我們所有的資料及資訊均通過ERP系統處理。相關訪問及修改權限均就特定人員的工作職責按需知基準嚴格授予。我們進一步設立了資料修復規程，以定期備份資料。我們亦與僱員簽訂保密及不競業協議。於二零一八年財政年度，本公司並未發現任何與資料保護和私隱相關及對本公司有重要影響之適用法律及法規的重大違規事宜，並且我們並無接獲有關經證實侵犯客戶私隱的投訴。

智慧財產權

我們擁有各種商標、專利及第三方牌照，其中，我們的商標在香港及新加坡註冊。我們為一些世界主要原設備製造商（以自己的品牌銷售產品）以及領先的CMS供應商（為原設備製造商提供專有產品）提供全方位的綜合增值產品及服務。

此外，我們的中國業務擁有多項專利，主要涉及用於印刷線路板生產和工藝技術的設備設計。我們的僱員必須簽署保密協議，禁止披露我們的任何專有技術。於報告期間，我們並無發現僱員洩露任何專有技術的情況。

表現回顧

憑藉以客戶為本的發展重點，我們致力於提高產品的安全性及品質，保護個人資料及智慧財產權，以及更好地滿足客戶需求。我們設立了完善有效的產品品質管理及客戶參與計劃，以在產品上精益求精。我們將考慮在未來引入更多的定性表現指標，以便更全面地監控及評估我們的產品責任。

SUSTAINABILITY REPORT 可持續發展報告

LOCAL COMMUNITY

Management Approach

In addition to our persistent efforts in corporate development, the Company is also committed to serving local communities where we operates. We consider taking care of and giving back to our communities as our core corporate responsibilities that also contribute to the Company's long-term development.

Community Development

In FY2018, we have dedicated our wholehearted support to the underprivileged through a series of donations and social activities. During the Reporting Period, we teamed up with organisations to visit the elderly living in rural areas during festive seasons and provided financial assistance. We also participated in the charity event "Donate One Day's Income" held in Kun Shan City of Jiangsu Province to donate money to the Kun Shan Charity Federation which was launched to help the local underprivileged communities. In addition, we set up a charity fund to support employees with financial difficulties. Employees who participated in this campaign donate RMB1 each month, while the employees of manager grade or above contribute RMB10 each month to the fund.

We also advocate education and we have held activities during the Reporting Period to share our knowledge on first aid and fire safety. In addition, we have created a large number of job opportunities for the local community as well as offered internships to the younger generations. Since 2010, the Company has been collaborating the "Vibrant Youth Undergraduate Internship Programme" in association with the Kowloon Federation of Associations in Hong Kong, providing opportunities for undergraduates in Hong Kong to participate in internship projects in Mainland China, with the aim of helping them broaden their vision and gain insights into how Hong Kong companies operate in Mainland China.

With a goal of continuing our dedication to the community, we will continue to give back to society through volunteering and donations.

本地社區

管理方針

本公司一直在堅持企業發展的同時，致力服務於我們營運活動所在的當地社區。我們認為照顧和回饋社區是我們的核心理企業責任，亦有助於公司的長期發展。

社區發展

於二零一八年財政年度，我們通過一系列捐助及社會活動，全心全意地支持弱勢群體。於報告期間，我們與各組織合作，於節日期間探訪農村地區的老人，並提供經濟援助。我們亦參加了在江蘇省崑山市舉辦的慈善活動「慈善一日捐」，向崑山市慈善總會捐助善款，該活動旨在幫助當地貧困社區。除此以外，我們成立了愛心基金，協助經濟困難的僱員。參加該活動的僱員每月捐贈人民幣1元，而經理或以上級別的僱員每月捐贈人民幣10元。

我們亦倡導教育，並於報告期間舉辦活動，分享我們在急救及消防安全方面的知識。此外，我們為當地社區創造大量就業機會，並為年輕一代提供實習機會。本公司二零一零年開始，便與香港九龍社團聯合會舉辦「青年躍動，大學生實習領航計劃」。該計劃令香港的大學生有機會親身參與至內地的實習專案，拓展視野及擴闊思維的同時，也使大學生們更加瞭解香港企業在內地的經營模式。

為了繼續為社會做貢獻，我們將繼續通過志願服務和捐贈回饋社會。

Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
GRI 102 General Disclosure (2016)		
GRI 102一般披露(二零一六年)		
102-1 102-1	Name of the organisation 組織名稱	Elec & Eltek International Company Limited 依利安達集團有限公司
102-2 102-2	Activities, brands, products, and services 活動、品牌、產品與服務	“About Elec & Eltek” – “Business” 「關於依利安達」-「業務」
102-3 102-3	Location of headquarters 組織總部的所在位置	Headquartered in Hong Kong 總部設在香港
102-4 102-4	Location of operations 營運據點	“About Elec & Eltek” – “Business” 「關於依利安達」-「業務」
102-5 102-5	Ownership and legal form 所有權與法律形式	“About Elec & Eltek” 「關於依利安達」
102-6 102-6	Markets served 提供服務的市場	“About Elec & Eltek” – “Business” 「關於依利安達」-「業務」
102-7 102-7	Scale of the organisation 組織規模	“About Elec & Eltek” – “Business” 「關於依利安達」-「業務」
102-8	Information on employees and other workers	“Talent Management” – “Staff Recruitment, Promotion and Dismiss” No significant work was performed by workers who are not employee
102-8	員工與其他工作者的資訊	「人才管理」-「員工招聘、晉升和解僱」 並無重要工作由僱員以外的工人進行
102-9 102-9	Supply chain 供應鏈	“About Elec & Eltek” – “Business” 「關於依利安達」-「業務」
102-10 102-10	Significant changes to the organisation and its supply chain 組織與其供應鏈的重大改變	No significant changes 沒有重大改變
102-11 102-11	Precautionary principle or approach 預警原則或方針	“About Elec & Eltek” – “Business” 「關於依利安達」-「業務」
102-12 102-12	External initiatives 外部倡議	“About Elec & Eltek” – “Sustainability Governance” 「關於依利安達」-「可持續發展管治」

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Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
102-13 102-13	Memberships of associations 公協會的會員資格	CPCI/ECEA/EICC/BPMG/Saim Safety CPCI/ECEA/EICC/BPMG/Saim Safety
102-14 102-14	Statement from senior decision-maker 決策者的聲明	“Message from the Board” 「董事會致辭」
102-16 102-16	Values, principles, standards and norms of behaviour 價值、原則、標準和行為規範	“About Elec & Eltek” – “Objective, Mission and Belief” 「關於依利安達」–「目標、使命及信念」
102-18 102-18	Governance structure 治理結構	“About Elec & Eltek” – “Sustainability Governance” 「關於依利安達」–「可持續發展管治」
102-40 102-40	List of stakeholder groups 利害關係人團體	“Sustainability Management” – “Stakeholder Engagement” 「持續發展管理」–「持份者參與」
102-41 102-41	Collective bargaining agreements 團體協約	No collective bargaining agreements were signed 並無簽署任何團體協約
102-42 102-42	Identifying and selecting stakeholders 鑑別與選擇利害關係人	“Sustainability Management” – “Stakeholder Engagement” 「持續發展管理」–「持份者參與」
102-43 102-43	Approach to stakeholder engagement 與利害關係人溝通的方針	“Sustainability Management” – “Stakeholder Engagement” 「持續發展管理」–「持份者參與」
102-44 102-44	Key topics and concerns raised 提出之關鍵主題與關注事項	“Sustainability Management” – “Stakeholder Engagement” 「持續發展管理」–「持份者參與」
102-45 102-45	Entities included in the consolidated financial statements 合併財務報表中所包含的實體	Please see the 2018 annual report 請參閱二零一八年度年報
102-46 102-46	Defining report content and topic boundaries 界定報告書內容與主題邊界	“About This Report” – “Scope of Report” “Sustainability Management” – “Summary of Materiality Assessment” 「關於本報告」–「報告範圍」 「持續發展管理」–「重要性評估概要」
102-47 102-47	Listing of material topics 列出重大主題	“Sustainability Management” – “Summary of Materiality Assessment” 「持續發展管理」–「重要性評估概要」
102-48 102-48	Restatements of information 資訊重編	We have corrected the training hours of FY2017 under the “Talent Management” – “Development and Training” and the amount of packaging materials consumed in FY2017 under the “The Environment” – “Resources Consumption” 我們糾正了「人才管理」–「培訓及發展」下二零一七年財政年度的培訓時間以及「環境」–「資源使用」下二零一七年財政年度的包裝材料使用量

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Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
102-49	Changes in reporting	No significant changes in the material topics and boundaries
102-49	報導改變	重要議題及邊界並無重大變化
102-50	Reporting period	1 January to 31 December 2018
102-50	報導期間	二零一八年一月一日至十二月三十一日
102-51	Date of most recent report	Our first GRI report issued on 28 December 2018 covering the reporting period from 1 January to 31 December 2017
102-51	上一次報告書的日期	我們於二零一八年十二月二十八日發布的第一份GRI報告，涵蓋二零一七年一月一日至十二月三十一日的報告期
102-52	Reporting cycle	Each financial year
102-52	報導週期	每財政年度
102-53	Contact point for questions regarding this Report or its contents	“About This Report” – “Contact and Feedback”
102-53	有關報告書或其內容問題的聯絡人	「關於本報告」-「聯繫及反饋方式」
102-54	Claims of reporting in accordance with the GRI Standards	“About This Report” – “Reporting Standards and Principles”
102-54	依循GRI準則報導的宣告	「關於本報告」-「報告標準及原則」
102-55	GRI content index	“GRI Appendix”
102-55	GRI內容索引	「GRI附錄」
102-56	External assurance	“About This Report” – “Reporting Standards and Principles”
102-56	外部鑒證	「關於本報告」-「報告標準及原則」

Disclosure of Specific Topics

特定主題揭露

GRI 201 Economic Performance (2016)

GRI 201經濟表現 (二零一六年)

103-1/2/3	Management approach	“About Elec & Eltek” – “Business”
103-1/2/3	管理方針	「關於依利安達」-「業務」
201-1	Direct economic value generated and distributed	“About Elec & Eltek” – “Business” Please also see 2018 annual report
201-1	產生及分配的直接經濟價值	「關於依利安達」-「業務」 另請參閱二零一八年度年報

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Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
201-3	Defined benefit plan obligations and other retirement plans	“Talent Management” – “Employee Compensation and Benefits”
201-3	定義福利計劃義務與其它退休計劃	「人才管理」-「僱員薪酬和福利」
201-4	Financial assistance received from government	“About Elec & Eltek” – “Sustainability Governance”
201-4	取自政府之財務補助	「關於依利安達」-「可持續發展管治」
GRI 202 Market Presence (2016)		
GRI 202市場地位(二零一六年)		
103-1/2/3	Management approach	“Talent Management” – “Management Approach”
103-1/2/3	管理方針	「人才管理」-「管理方針」
202-1	Ratios of standard entry level wage by gender compared to local minimum wage	“Talent Management” – “Employee Compensation and Benefits”
202-1	不同性別的基層人員標準薪資與當地最低薪資的比率	「人才管理」-「僱員薪酬和福利」
202-2	Proportion of senior management hired from the local community	“Talent Management” – “Staff Recruitment, Promotion and Dismissal”
202-2	僱用當地居民為高階管理層的比例	「人才管理」-「員工招聘、晉升和解僱」
GRI 204 Procurement Practices (2016)		
GRI 204採購實踐(二零一六年)		
103-1/2/3	Management approach	“Supply Chain Policy” – “Management Approach”
103-1/2/3	管理方針	「供應鏈政策」-「管理方針」
204-1	Proportion of spending on local suppliers	“Supply Chain Policy” – “Supplier Management”
204-1	來自當地供應商的採購支出比例	「供應鏈政策」-「供應商管理」
GRI 205 Anti-corruption (2016)		
GRI 205反貪污(二零一六年)		
103-1/2/3	Management approach	“About Elec & Eltek” – “Anti-corruption”
103-1/2/3	管理方針	「關於依利安達」-「反貪污」
205-2	Communication and training on anti-corruption policies and procedures	“About Elec & Eltek” – “Anti-corruption”
205-2	有關反貪腐政策和程序的溝通及訓練	「關於依利安達」-「反貪污」
205-3	Confirmed incidents of corruption and actions taken	“About Elec & Eltek” – “Anti-corruption”
205-3	已確認的貪腐事件及採取的行動	「關於依利安達」-「反貪污」

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Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
GRI 206 Anti-competitive Behaviour (2016)		
GRI 206 不當競爭行為(二零一六年)		
103-1/2/3 103-1/2/3	Management approach 管理方針	“About Elec & Eltek” – “Non-Competition Undertakings” 「關於依利安達」-「不競爭承諾」
206-1 206-1	Legal actions for anti-competitive behaviour, anti-trust, and monopoly practices 反競爭行為、反托拉斯和壟斷行為的法律行動	“About Elec & Eltek” – “Non-Competition Undertakings” 「關於依利安達」-「不競爭承諾」
GRI 301 Materials (2016)		
GRI 301 物料(二零一六年)		
103-1/2/3 103-1/2/3	Management approach 管理方針	“The Environment” – “Management Approach” 「環境」-「管理方針」
301-1 301-1	Materials used by weight or volume 所用物料的重量或體積	“The Environment” – “Resources Consumption” 「環境」-「資源使用」
301-2 301-2	Recycled input materials used 所使用的回收進料	“The Environment” – “Resources Consumption” 「環境」-「資源使用」
301-3 301-3	Reclaimed products and their packaging materials 回收產品及其包材	No reclaim of product 沒有回收產品
GRI 302 Energy (2016)		
GRI 302 能源(二零一六年)		
103-1/2/3 103-1/2/3	Management approach 管理方針	“The Environment” – “Management Approach” 「環境」-「管理方針」
302-1 302-1	Energy consumption within the organisation 組織內部的能源消耗量	“The Environment” – “Resources Consumption” 「環境」-「資源使用」
302-3 302-3	Energy intensity 能源密集度	“The Environment” – “Resources Consumption” 「環境」-「資源使用」
302-4 302-4	Reduction of energy consumption 減少能源消耗	“The Environment” – “Resources Consumption” Comparison tables are provided with respect to the data of FY2017 「環境」-「資源使用」 對照表針對二零一七年財政年度的資料而提供

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Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
GRI 303 Water and Effluents (2018)		
GRI 303 水資源與污水(二零一八年)		
103-1/2/3 103-1/2/3	Management approach 管理方針	“The Environment” – “Management Approach” 「環境」—「管理方針」
303-1	Interactions with water as a shared resource	“The Environment” – “Management Approach” “The Environment and Natural Resources” – “Water Consumption”
303-1	共享水資源之相互影響	「環境」—「管理方針」 「環境及自然資源」—「用水」
303-2	Management of water discharge-related impacts	“The Environment” – “Waste Water Management”
303-2	管理與排水相關的影響	「環境」—「污水管理」
303-3	Water withdrawal	“The Environment” – “Water Consumption”
303-3	取水量	「環境」—「用水」
303-4	Water discharge	“The Environment” – “Waste Water Management”
303-4	污水排放	「環境」—「污水管理」
303-5	Water consumption	“The Environment” – “Resources Consumption”
303-5	用水	「環境」—「資源使用」
GRI 304 Biodiversity (2016)		
GRI 304 生物多樣性(二零一六年)		
103-1/2/3 103-1/2/3	Management approach 管理方針	“The Environment” – “Management Approach” 「環境」—「管理方針」
304-1	Operational sites owned, leased, managed in or adjacent to protected areas or areas of high biodiversity value outside protected areas	“The Environment” – “Surroundings Environment”
304-1	組織所擁有、租賃、管理的營運據點或其鄰近地區位於環境保護區或其它高生物多樣性價值的地區	「環境」—「周邊環境」
304-2	Significant impacts of activities, products, and services on biodiversity	“The Environment” – “Surroundings Environment”
304-2	活動、產品及服務，對生物多樣性方面的顯著影響	「環境」—「周邊環境」

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GRI 305 Emissions (2016)		
GRI 305 排放(二零一六年)		
103-1/2/3 103-1/2/3	Management approach 管理方針	“The Environment” – “Management Approach” 「環境」-「管理方針」
305-1 305-1	Direct (Scope 1) GHG emissions 直接(範疇一)溫室氣體排放	“The Environment” – “Carbon Emission” 「環境」-「碳排放」
305-2 305-2	Energy indirect (Scope 2) GHG emissions 能源間接(範疇二)溫室氣體排放	“The Environment” – “Carbon Emission” 「環境」-「碳排放」
305-3 305-3	Other indirect (Scope 3) GHG emissions 其他間接(範疇三)溫室氣體排放	“The Environment” – “Carbon Emission” 「環境」-「碳排放」
305-4 305-4	GHG emissions intensity 溫室氣體排放強度	“The Environment” – “Carbon Emission” 「環境」-「碳排放」
305-5 305-5	Reduction of GHG emissions 溫室氣體減排量	“The Environment” – “Carbon Emission” Comparison tables are provided with respect to the data of FY2017 「環境」-「碳排放」 對照表針對二零一七年財政年度的資料而提供
305-7 305-7	Nitrogen oxides (NOx), sulfur oxides (SOx), and other significant air emissions 氮氧化物(NOx)、硫氧化物(SOx)及其他重大的氣體排放	“The Environment” – “Air Emissions” 「環境」-「大氣排放物」
GRI 306 Effluents and Wastes (2016)		
GRI 306 廢污水和廢棄物(二零一六年)		
103-1/2/3 103-1/2/3	Management approach 管理方針	“The Environment” – “Management Approach” 「環境」-「管理方針」
306-1 306-1	Water discharge by quality and destination 依水質及排放目的地所劃分的排放水量	“The Environment” – “Water Resources” “The Environment” – “Waste Water Management” 「環境」-「水資源」 「環境」-「污水管理」
306-2 306-2	Waste by type and disposal method 按類別及處置方法劃分的廢棄物	“The Environment” – “Waste Management” 「環境」-「廢棄物管理」
306-3 306-3	Significant spills 嚴重洩漏	No spills 無洩漏事件
306-4 306-4	Transport of hazardous waste 廢棄物運輸	“The Environment” – “Waste Management” 「環境」-「廢棄物管理」

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GRI 307 Environmental Compliance (2016)		
GRI 307環境合規(二零一六年)		
103-1/2/3 103-1/2/3	Management approach 管理方針	“The Environment” – “Management Approach” 「環境」-「管理方針」
307-1 307-1	Non-compliance with environmental laws and regulations 違反環境法律法規	No breach of environmental protection regulations 無違反環保法規
GRI 308 Supplier Environmental Assessment (2016)		
GRI 308供應商環境評估(二零一六年)		
103-1/2/3 103-1/2/3	Management approach 管理方針	“Supply Chain Policy” – “Management Approach” 「供應鏈政策」-「管理方針」
308-1 308-1	New suppliers that were screened using environmental criteria 採用環境標準篩選新供應商	“Supply Chain Policy” – “Supplier Management” 「供應鏈政策」-「供應商管理」
GRI 401 Employment (2016)		
GRI 401僱傭(二零一六年)		
103-1/2/3 103-1/2/3	Management approach 管理方針	“Talent Management” – “Management Approach” 「人才管理」-「管理方針」
401-1 401-1	New employee hires and employee turnover 新進員工和離職員工	“Talent Management” – “Staff Recruitment, Promotion and Dismissal” 「人才管理」-「員工招聘、晉升和解僱」
401-3 401-3	Parental leave 育嬰假	“Talent Management” – “Employee Compensation and Benefits” 「人才管理」-「僱員薪酬和福利」
GRI 403 Occupational Health and Safety (2018)		
GRI 403職業健康與安全(二零一八年)		
103-1/2/3 103-1/2/3	Management approach 管理方針	“Health and Safety” – “Management Approach” 「健康與安全」-「管理方針」
403-1 403-1	Occupational health and safety management system 職業安全衛生管理系統	“Health and Safety” – “Management Approach” 「健康與安全」-「管理方針」
403-2 403-2	Hazard identification, risk assessment, and incident investigation 危害辨識、風險評估及事故調查	“Health and Safety” – “Safety Practices and Measures” 「健康與安全」-「安全實踐及措施」

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403-3 403-3	Occupational health services 職業健康服務	“Health and Safety” – “Safety Practices and Measures” 「健康與安全」-「安全實踐及措施」
403-4 403-4	Worker participation, consultation, and communication on occupational health and safety 有關職業安全衛生之工作者參與、諮商與溝通	“Health and Safety” – “Safety Practices and Measures” 「健康與安全」-「安全實踐及措施」
403-5 403-5	Worker training on occupational health and safety 有關職業安全衛生之工作者訓練	“Health and Safety” – “Safety Practices and Measures” 「健康與安全」-「安全實踐及措施」
403-6 403-6	Promotion of worker health 工作者健康促進	“Health and Safety” – “Safety Practices and Measures” 「健康與安全」-「安全實踐及措施」
403-7 403-7	Prevention and mitigation of occupational health and safety impacts directly linked by business relationships 預防和減輕與業務關係直接相關聯之職業安全衛生的影響	“Health and Safety” – “Safety Practices and Measures” 「健康與安全」-「安全實踐及措施」
403-8 403-8	Workers covered by an occupational health and safety management system 職業安全衛生管理系統所涵蓋之工作者	The occupational health and safety management system covers all the employees working in the organisation 職業安全衛生管理系統涵蓋了在組織中工作的所有僱員
403-9 403-9	Work-related injuries 工業意外	“Health and Safety” – “Safety Practices and Measures” 「健康與安全」-「安全實踐及措施」
403-10 403-10	Work-related ill health 職業病	“Health and Safety” – “Safety Practices and Measures” 「健康與安全」-「安全實踐及措施」

GRI 404 Training and Education (2016)

GRI 404訓練與教育

103-1/2/3 103-1/2/3	Management approach 管理方針	“Talent Management” – “Management Approach” 「人才管理」-「管理方針」
404-1 404-1	Average hours of training per year per employee 每名員工每年接受訓練的平均時數	“Talent Management” – “Development and Training” 「人才管理」-「發展及培訓」
404-2 404-2	Programmes for upgrading employee skills and transition assistance 提升員工職能及過渡協助方案	“Talent Management” – “Development and Training” 「人才管理」-「發展及培訓」

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Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
404-3	Percentage of employees receiving regular performance and career development reviews	“Talent Management” – “Development and Training”
404-3	定期接受績效及職業發展檢核的員工百分比	「人才管理」-「發展及培訓」
GRI 405 Diversity and Equal Opportunity (2016)		
GRI 405員工多元化與平等機會(二零一六年)		
103-1/2/3	Management approach	“Talent Management” – “Management Approach”
103-1/2/3	管理方針	「人才管理」-「管理方針」
405-1	Diversity of governance bodies and employees	“Talent Management” – “Staff Recruitment, Promotion, and Dismissal”
405-1	治理單位與員工的多元化	「人才管理」-「員工招聘、晉升和解僱」
405-2	Ratio of basic salary and remuneration of women to men	“Talent Management” – “Employee Compensation and Benefits”
405-2	女性對男性基本薪資加薪酬的比率	「人才管理」-「僱員薪酬和福利」
GRI 406 Non-discrimination (2016)		
GRI 406反歧視(二零一六年)		
103-1/2/3	Management approach	“Talent Management” – “Management Approach”
103-1/2/3	管理方針	「人才管理」-「管理方針」
406-1	Incidents of discrimination and corrective actions taken by the organisation	“Talent Management” – “Diversity, Equal Opportunities, and Anti-discrimination”
406-1	歧視事件以及組織採取的改善行動	「人才管理」-「多元化、平等機會和反歧視」
GRI 408 Child Labour (2016)		
GRI 408童工(二零一六年)		
103-1/2/3	Management approach	“Talent Management” – “Management Approach”
103-1/2/3	管理方針	「人才管理」-「管理方針」
408-1	Operations and suppliers at significant risk for incidents of child labour	“Talent Management” – “Labour Standards”
408-1	營運據點和供應商使用童工之重大風險	「人才管理」-「勞工準則」
GRI 409 Forced or Compulsory Labour (2016)		
GRI 409強迫或強制勞動(二零一六年)		
103-1/2/3	Management approach	“Talent Management” – “Management Approach”
103-1/2/3	管理方針	「人才管理」-「管理方針」

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Items disclosed 揭露項目	Reporting requirements 報導要求	Related sections 相關部分
409-1	Operations and suppliers at significant risk for incidents of forced or compulsory labour	“Talent Management” – “Labour Standards”
409-1	具強迫或強制勞動事件重大風險的營運據點和供應商	「人才管理」-「勞工準則」
GRI 412 Human Rights Assessment (2016)		
GRI 412 人權評估(二零一六年)		
103-1/2/3	Management approach	“Talent Management” – “Management Approach”
103-1/2/3	管理方針	「人才管理」-「管理方針」
412-2	Employee training on human rights policies or procedures	“Talent Management” – “Development and Training”
412-2	人權政策或程序的員工訓練	「人才管理」-「發展及培訓」
GRI 413 Local Community (2016)		
GRI 413 當地社區(二零一六年)		
103-1/2/3	Management approach	“Local Community” – “Management Approach”
103-1/2/3	管理方針	「本地社區」-「管理方針」
413-1	Operations with local community engagement, impact assessments, and development programmes	“Local Community” – “Community Development”
413-1	已進行社區參與、影響評估和發展計劃的營運	「本地社區」-「社區發展」
GRI 414 Supplier Social Assessment (2016)		
GRI 414 供應商社會評估(二零一六年)		
103-1/2/3	Management approach	“Supply Chain Policy” – “Management Approach”
103-1/2/3	管理方針	「供應鏈政策」-「管理方針」
414-1	New suppliers that were screened using social criteria	“Supply Chain Policy” – “Supplier Management”
414-1	使用社會標準篩選之新供應商	「供應鏈政策」-「供應商管理」
GRI 417 Marketing and Labelling (2016)		
GRI 417 行銷與標示(二零一六年)		
103-1/2/3	Management approach	“Product Responsibility” – “Management Approach”
103-1/2/3	管理方針	「產品責任」-「管理方針」

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417-2	Incidents of non-compliance concerning product and service information and labelling	“Product Responsibility” – “Management Approach”
417-2	未遵循產品與服務之資訊與標示相關法規的事件	「產品責任」-「管理方針」
417-3	Incidents of non-compliance concerning marketing communications	“Product Responsibility” – “Management Approach”
417-3	未遵循行銷傳播相關法規的事件	「產品責任」-「管理方針」
GRI 418 Customer Privacy (2016)		
GRI 418客戶私隱(二零一六年)		
103-1/2/3	Management approach	“Product Responsibility” – “Management Approach”
103-1/2/3	管理方針	「產品責任」-「管理方針」
418-1	Substantiated complaints concerning breaches of customer privacy or losses of customer data	“Product Responsibility” – “Data Protection and Privacy”
418-1	經證實侵犯客戶私隱或遺失客戶資料的投訴	「產品責任」-「資料保護和私隱」
GRI 419 Socioeconomic Compliance (2016)		
GRI 419社會經濟合規(二零一六年)		
103-1/2/3	Management approach	“About Elec & Eltek” – “Sustainability Governance”
103-1/2/3	管理方針	「關於依利安達」-「可持續發展管治」
419-1	Non-compliance with laws and regulations in the social and economic area	“About Elec & Eltek” – “Sustainability Governance”
419-1	違反社會與經濟領域之法律和規定	「關於依利安達」-「可持續發展管治」



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